

Monday, June 12, 2023
 6:00-7:30 PM Budget Hearing and Board Meeting
 To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BUDGET HEARING and BOARD OF DIRECTORS JUNE MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
1-5	Convene Budget Hearing to Adopt FY24 Budget			
1-5	Adopt FY2023-2024 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2022-2023-08 (in packet)			ACTION
	Adjourn Budget Hearing			
	REGULAR BOARD MEETING CONSENT AGENDA	<i>Johnson</i>	6:10	ACTION
5	Approve draft Minutes from April 10 Board Meeting (no regular meeting held in May due to Budget Committee meeting on May 8)			
5	Approve Financials (3/31/23 and 4/30/23)			
	REGULAR AGENDA			
1-5	Approve FY24 Work Plan (in packet) – 10 minutes	<i>Board</i>	6:10	ACTION
1-5	Quarterly review of Strategic Plan Measurable Objectives (in packet) – 10 minutes	<i>Board</i>	6:20	
5	Adopt Resolution FY2022-2023-09 for HRA-VEBA Program (in packet) – 3 minutes	<i>Mackey</i>	6:30	ACTION
5	Adopt Resolution FY2022-2023-10 for GASB 87 - lease standards (office, storage, copier leases)	<i>Mackey</i>	6:33	ACTION
1-5	Staff Presentation: BSWCD Communications Plan – 15 minutes	<i>Roberts</i>	6:35	
1-4	Jackson Frazier Wetland Advisory Committee –Crosson invited to join conservation partners on planning efforts for next phase of habitat restoration/ community access to County natural area. 5 minutes (letter in packet)	<i>Crosson</i>	6:50	ACTION
3	Further discussion on use of Zoom chat feature during board meetings – 5 minutes		6:55	
1-5	Further discussion about BSWCD support of Traditional Ecological Inquiry Program – 15 minutes	<i>Board</i>	7:00	ACTION?
5	Summer potluck and Summer recess - July and August?	<i>Board</i>	7:15	
1-5	Questions from Board on BSWCD and NRCS activities – 10 minutes (Heather Medina Saucedo will be attending)	<i>Directors/ Staff/NRCS</i>	7:16	
1-5	Other Board business?	<i>Directors</i>	7:26	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2022-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.
Goal #5: Implement operations that support highly effective programs and services.

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
June 2, 2023	Twilight Tours	Grand Oaks Neighborhood
July 11, 2023	Twilight Tours	Oak Creek
August 8, 2023	Twilight Tours	Lukiamute Meadows

Check our website calendar regularly for additional items that are still being finalized:

<https://bentonswcd.org/activities/calendar/>

RESOURCES
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY23 Budget July 1, 2023 - June 30, 2024			
	Actual		Adopted Budget This Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
				Beginning Fund Balance				
1				Available cash on hand* (cash basis) or				1
2	\$ 603,861	\$ 666,464	\$ 697,346	Net working capital (accrual basis)	\$ 778,569	\$ 778,569		2
3				Previously levied taxes estimated to be received		\$ -		3
4	\$ 6,675	\$ 6,751	\$ 3,000	Interest	\$ 8,000	\$ 8,000		4
5				OTHER RESOURCES				5
6	\$ 24,995	\$ 26,372	\$ 26,372	ODA Capacity Funding - Operations	\$ 26,372	\$ 26,372		6
7	\$ 58,320	\$ 61,535	\$ 61,535	ODA Capacity Funding - SOW; Tech and LMA	\$ 61,535	\$ 61,535		7
8	\$ 10,608	\$ 8,296		CREP-Fee for Service	\$ -	\$ -		8
9	\$ 37,393	\$ 24,167	\$ 31,424	Transfer from Project Fund (Grant Administration)	\$ 20,412	\$ 20,412		9
10	\$ 27,636	\$ 34,036	\$ 10,000	Native Plant Program	\$ 17,500	\$ 17,500		10
11	\$ 8,296	\$ 2,655	\$ 2,000	Miscellaneous	\$ 1,000	\$ 1,000		11
12	\$ 5,000	\$ 5,000	\$ 5,000	Benton County Public Works IGA	\$ 5,000	\$ 5,000		12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21	\$ 782,784	\$ 835,276	\$ 836,677	Total resources, except taxes to be levied	\$ 918,388	\$ 918,388		21
22			\$ 490,000	Taxes estimated to be received	\$ 525,000	\$ 525,000		22
23	\$ 461,700	\$ 482,474		Taxes collected in year levied				23
24	1,244,484	1,317,750	\$ 1,326,677	TOTAL RESOURCES	\$ 1,443,388	\$ 1,443,388	\$ -	24

REQUIREMENTS
Benton SWCD General Fund

Historical Data				DESCRIPTION	FY 23 Budget July 1, 2023 - June 30, 2024				
Actual		Adopted Budget This Year 2022-2023	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
1			1	Personnel Allocated to Program				1	
2	\$ 113,504	\$ 162,904	\$ 164,751	2	Wages	\$ 197,114	\$ 197,114		2
3	\$ 9,606	\$ 13,826	\$ 13,505	3	Payroll Taxes	\$ 17,830	\$ 17,830		3
4	\$ 18,505	\$ 28,764	\$ 25,216	4	Non-Wage Benefits (medical, dental, life, STDI)	\$ 32,715	\$ 32,715		4
5	\$ 7,404	\$ 7,669	\$ 9,655	5	Retirement	\$ 13,799	\$ 13,799		5
6				6	Fees				6
7				7					7
8	\$ 149,019	\$ 213,163	\$ 213,127	8	Total Personnel Allocated to Program	\$ 261,458	\$ 261,458	\$ -	8
9				9	(balance of allocated Personnel costs in Project Fund)				9
10				10	Total Full-Time Equivalent (FTE) = 2.85				10
11				11	Personnel Not Allocated to Program*				11
12				12					12
13	\$ 201,940	\$ 174,075	\$ 208,920	13	Wages	\$ 223,749	\$ 223,749		13
14	\$ 16,102	\$ 14,100	\$ 18,803	14	Payroll Taxes	\$ 20,137	\$ 20,137		14
15	\$ 29,963	\$ 27,117	\$ 33,939	15	Non-Wage Benefits (medical, dental, life, STDI)	\$ 34,329	\$ 34,329		15
16	\$ 12,631	\$ 10,288	\$ 14,625	16	Retirement	\$ 12,428	\$ 12,428		16
17	\$ 157			17	Fees				17
18	\$ 260,793	\$ 225,580	\$ 276,287	18	Total Personnel Not Allocated to Program*	\$ 290,643	\$ 290,643	\$ -	18
19				19	Total Full-Time Equivalent (FTE) Not Allocated = 3				19
20				20	Longevity Incentives and Bonuses	\$ 5,000	\$ 5,000		20
21	\$ 409,812	\$ 438,743	\$ 489,414	21	Total Personnel (allocated and unallocated)	\$ 557,101	\$ 557,101	\$ -	21
22		\$ 152	\$ 300	22	Fees	\$ 300	\$ 300		22
23	\$ 409,812	\$ 438,895	\$ 489,714	23	Total All Personnel	\$ 557,401	\$ 557,401	\$ -	23
24				24	Materials & Services				24
25				25					25
26	\$ 2,676	\$ 1,588	\$ 6,000	26	Conferences and Training	\$ 8,000	\$ 8,000		26
27	\$ 24,284	\$ 36,203	\$ 37,700	27	Community Conservation Programs (CCP)	\$ 52,000	\$ 52,000		27
28	\$ 50,090	\$ 46,346	\$ 60,000	28	Contracted & Professional Services	\$ 62,500	\$ 62,500		28
29	\$ 6,661	\$ 6,986	\$ 11,000	29	Dues/Subscriptions/Fees	\$ 11,000	\$ 11,000		29
30	\$ 3,737	\$ 4,490	\$ 6,000	30	Insurance and Fidelity Bond	\$ 7,000	\$ 7,000		30
31	\$ 348	\$ 174	\$ 2,100	31	Meetings & Events	\$ 5,500	\$ 5,500		31

* not allocated to an Organizational Unit or Program

REQUIREMENTS
Benton SWCD General Fund

Historical Data				DESCRIPTION	FY 23 Budget July 1, 2023 - June 30, 2024				
Actual		Adopted Budget This Year 2022-2023	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
32	\$ 75	\$ -	\$ 200	32	Miscellaneous	\$ 200	\$ 200		32
33	\$ 56,808	\$ 4,464	\$ 32,500	33	Office Occupancy	\$ 34,000	\$ 34,000		33
34	\$ 4,424	\$ 4,529	\$ 5,000	34	Production Costs (Marketing, newsletters, publications)	\$ 4,500	\$ 4,500		34
35	\$ 8,148	\$ 3,783	\$ 15,000	35	Supplies & Materials	\$ 15,000	\$ 15,000		35
36	\$ 958	\$ 1,912	\$ 3,000	36	Travel	\$ 3,500	\$ 3,500		36
37	\$ 158,209	\$ 110,475	\$ 178,500	37	Total Materials and Services	\$ 203,200	\$ 203,200	\$ -	37
38		\$ 27,707		38	Debt Service (Lease Expenditure)				38
39			\$ 5,000	39	Capital Outlay	\$ 5,000	\$ 5,000		39
40			\$ 84,973	40	Contingency *	\$ 80,000	\$ 80,000		40
41	\$ 10,000	\$ 5,000	\$ 5,000	41	Transfer to Reserve Fund (Building Fund)*	\$ 5,000	\$ 5,000		41
42				42	Transfer to Project Fund*				42
43	\$ 10,000	\$ 5,000	\$ 5,000	43	Total Transfers*	\$ 5,000	\$ 5,000	\$ -	43
44			\$ 366,260	44	Total Requirements Not Allocated*	\$ 380,643	\$ 380,643		44
45			\$ 396,927	45	Total Program Requirements	\$ 469,958	\$ 469,958		45
46			\$ 233,959	46	Reserved for Future Expenditure*	\$ 240,287	\$ 240,287		46
47	\$ 666,464	\$ 735,675		47	Ending Balance (prior years)				47
48				48	Components of Ending Fund Balance				48
49			\$ 80,000	49	a) Committed for Program Reserve*	\$ 77,500	\$ 77,500		49
50			\$ 249,531	50	b) Unappropriated Ending Fund Balance*	\$ 275,000	\$ 275,000		50
51	\$ 1,244,485	\$ 1,317,752	\$ 1,326,677	51	TOTAL REQUIREMENTS	\$ 1,443,388	\$ 1,443,388	\$ -	51

* not allocated to an Organizational Unit or Program

Benton SWCD General Fund

	Actual		Adopted Budget This Year 2022-2023	Budget Line Detail	2023-2024 Details	Form LB-30 Expenditure Line #	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022					
1	24,284	36,203	37,700	Community Conservation Programs (CCP)	52,000	27	1
2	5,100	8,163	\$ 7,700	Conservation Education - Youth Ed and grants to Watershed Councils	\$ 9,400	\$ 9,400	2
3	0		\$ -	Scholarships/Internships	\$ 6,600	\$ 6,600	3
4	770	3,000	\$ 3,333	Conservation Incentive Program (CIP)-combine with SQP & ISP	\$ 5,000	\$ 5,000	4
5	16,350	18,940	\$ 20,000	Native Plant Program (NPP)	\$ 20,000	\$ 20,000	5
6	982	1,521	\$ 3,333	Invasive Species Program (ISP)-combine with CIP & SQP	\$ 6,000	\$ 6,000	6
7	1,022	2,979	\$ 3,334	Soil Quality Program (SQP) - combine with CIP and ISP	\$ 5,000	\$ 5,000	7
8	60	1,600	\$ -	Conservation Leadership	\$ -		8
9	50,091	46,346	\$ 60,000	Contracted & Professional Services	62,500	28	9
10	4,750	4,900	\$ 6,000	Audit	\$ 6,000	\$ 6,000	10
11	2,624	2,270	\$ 4,000	Computer Support	\$ 4,000	\$ 4,000	11
12	35,299	24,368	\$ 33,000	Professional Services- (legal, bookkeeping, website)	\$ 33,500	\$ 33,500	12
13	0	5,383	\$ 10,000	Consultation/Contracts - NPP	\$ 12,000	\$ 12,000	13
14	4,985	9,425	\$ 7,000	Facilitation/Contracts	\$ 7,000	\$ 7,000	14
15	2,433		\$ -	Miscellaneous			15
16	56,808	4,464	\$ 32,500	Office Occupancy	34,000	33	16
17	42,895		\$ 28,000	Office and Storage Unit Rentals (Leases)	\$ 28,000	\$ 28,000	17
18	12,234	4,429	\$ 4,000	Utilities - phone and internet	\$ 4,500	\$ 4,500	18
19	1,666		\$ 500	Services - janitorial	\$ 1,500	\$ 1,500	19
20	13	35	\$ -	Other			20
21	4,423	4,529	\$ 5,000	Production Costs	4,500	34	21
22	1,691	2,504	\$ 1,500	Advertising	\$ 2,000	\$ 2,000	22
23	325		\$ 1,000	Publications	\$ 1,000	\$ 1,000	23
24	2,407	2,025	\$ 2,000	Newsletters	\$ 500	\$ 500	24
25	0		\$ 500	Merchandise	\$ 1,000	\$ 1,000	25
26	8,148	3,783	\$ 15,000	Supplies & Materials	15,000	35	26
27	2,399	11	\$ 3,000	Copier	\$ 3,000	\$ 3,000	27
28	190		\$ 5,000	Equipment	\$ 5,000	\$ 5,000	28
29	2,874	1,678	\$ 2,500	Office Supplies	\$ 2,500	\$ 2,500	29
30	255	129	\$ 500	Postage	\$ 500	\$ 500	30
31	2,430	1,965	\$ 4,000	Computer Software and Accessories	\$ 4,000	\$ 4,000	31

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY23 Budget July 1, 2023 - June 30, 2024			
	Actual		Adopted Budget This Year 2022-2023		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
				RESOURCES				
1	\$ 10,210	\$ 10,210	\$ 10,207	Beginning Fund Balance				1
2	\$ 146,754	\$ 5,142	\$ -	BPA Willamette FIP Monitoring for AHWG (2009-012-00)	\$ -	\$ -		2
3	\$ 539			First Alternative Co-op - WVRLC Central Park Landscape Garden	\$ -	\$ -		3
4	\$ 2,580			MMT - USGS Cold Water Refuges Phase 2 (18080813)	\$ -	\$ -		4
5	\$ 20,002			MMT - WMC Basin Wide Impact (19010935)	\$ -	\$ -		5
6	\$ 70,949			MMT - EDI Process for Confluence (18040175)	\$ -	\$ -		6
7	\$ 1,931	\$ 1,346	\$ 17,428	MMT - Ludwigia Management Alternatives (19100538)	\$ 550	\$ 550	\$ -	7
8	\$ 21,887	\$ 55,213	\$ 17,038	MMT - River Health Monitoring (20010715)	\$ -	\$ -	\$ -	8
9	\$ 2,149	\$ 12,138	\$ 55,158	MMT - WR Restoration - Strategies for Engagement (20100515)	\$ 30,305	\$ 30,305	\$ -	9
10	\$ 6,993	\$ 13,207	\$ -	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)	\$ -	\$ -		10
11	\$ 1,601	\$ 155		ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)	\$ -	\$ -		11
12		\$ 3,465	\$ 7,830	ODA/OSWB - Purge the Spurge - Phase 2 (2022-35-014)	\$ -	\$ -	\$ -	12
13		\$ 789	\$ 26,522	ODA/OSWB Willamette Aquatic Weeds, Phase 8 - (2022-35-015)	\$ -	\$ -	\$ -	13
14		\$ 19,215	\$ 11,306	OWEB/NRCS TA - Soil Health (219-9001-19457)	\$ -	\$ -	\$ -	14
15	\$ 58,905	\$ 53,409	\$ 6,594	OWEB FIP Effectiveness Monitoring (220-8201-17233)	\$ 11,999	\$ 11,999	\$ -	15
16	\$ 44,034	\$ 20,467	\$ 106,806	OWEB Restoration Grant - J2E Diversity Project (220-3033-17504)	\$ 49,500	\$ 49,500	\$ -	16
17	\$ 2,370		\$ 7,753	OWEB SG - Fackrell Water & Soil Improvement (09-20-002)	\$ -	\$ -	\$ -	17
18	\$ 13,400		\$ 1,489	OWEB SG - Carson Riparian Buffer (09-20-003)	\$ -	\$ -	\$ -	18
19			\$ 11,319	OWEB SG - Riparian & Prairie Restoration (09-22-001)	\$ 11,319	\$ 11,319	\$ -	19
20			\$ 12,100	OWEB SG - Horse Island Clean Water (09-22-002-20225)	\$ -	\$ -	\$ -	20
21	\$ -	\$ 7,830	\$ -	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ -	\$ -		21
22	\$ 8			OWEB WR Anchor Habitat Monitor. Frame. Ph 1 (216-8201-15838)	\$ -	\$ -		22
23	\$ 58,232			OWEB WR Anchor Habitat Monitor. Frame. Ph 2 (218-8201-16520)	\$ -	\$ -		23
24	\$ 34,334	\$ 32,870	\$ 21,876	OWEB - WFIP Effectiveness Monitoring (218-8390-17212)	\$ -	\$ -	\$ -	24
25	\$ 16,002	\$ 21,765	\$ 11,726	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 17,663	\$ 17,663	\$ -	25
26			\$ 15,000	ODA - WR Landowner Engagement Weed Control (2022-36-002)	\$ -	\$ -	\$ -	26
27		\$ 2,941		Regen Garden Display	\$ -	\$ -		27
28		\$ 7,753		UMC SIA Station 2 Match	\$ -	\$ -		28
29			\$ 247	George Ice grant	\$ -	\$ -	\$ -	29
30				ODA/OSWB - Purge the Spurge - Phase 3 (2023-36-016)	\$ 2,279	\$ 2,279		30
31				ODA/OSWB Willamette Aquatic Weeds, Phase 9 - (2023-36-017)	\$ 17,070	\$ 17,070		31
32				OWEB Restoration Grant - Mitchell Oak Woodland (222-3016-22326)	\$ 66,946	\$ 66,946		32
33				OWEB Jumping Giraffe Farm	\$ 14,872	\$ 14,872		33
34				Accrual Changes				34
35	\$ 512,880	\$ 267,915	\$ 340,399	Total Resources except taxes to be levied				35
36				Reserved for Future Expenditures*				36
37				TOTAL RESOURCES	\$ 222,503	\$ 222,503	\$ -	37

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY23 Budget July 1, 2023 - June 30, 2024			
	Actual		Adopted Budget This Year 2022-2023		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
38				REQUIREMENTS				38
39				Personnel				39
40	\$ 38,894	\$ 21,336	\$ 31,220	Wages	\$ 10,607	\$ 10,607	\$ -	40
41	\$ 3,201	\$ 1,841	\$ 4,132	Payroll Taxes	\$ 865	\$ 865	\$ -	41
42	\$ 6,559	\$ 3,759	\$ 8,723	Non-Wage Benefits (medical, dental, STDI, life insurance)	\$ 1,614	\$ 1,614	\$ -	42
43	\$ 2,163	\$ 676	\$ 1,837	Retirement	\$ 742	\$ 742	\$ -	43
44	\$ 50,817	\$ 27,612	\$ 45,912	Total Personnel	\$ 13,828	\$ 13,828	\$ -	44
45				Total Full-Time Equivalent (FTE) = .15				45
46				Materials & Services				46
47				Administrative Fees				47
48	\$ 133,948	\$ 75	\$ -	BPA Willamette FIP Monitoring for AHWG (2009-012-00)				48
49	\$ 538	\$ -		First Alt. Co-op - WVRLC Central Park Landscape Garden				49
50	\$ 2,345	\$ -		MMT - USGS Cold Water Refuges Phase 2 (18080813)				50
51	\$ 2,000	\$ -		MMT WMC Basin Wide Impact (19010935)				51
52	\$ 59,472	\$ -		MMT - EDI Process for Confluence (18040175)				52
53	\$ 309	\$ 7	\$ 8,296	MMT - Ludwigia Management Alternatives (19100538)	\$ -	\$ -	\$ -	53
54	\$ 19,012	\$ 47,588	\$ 13,701	MMT - River Health Monitoring (20010715)	\$ -	\$ -	\$ -	54
55	\$ 1,203	\$ 7,880	\$ 38,409	MMT-WR Restoration Strategies for Engagement (20100515)	\$ 23,550	\$ 23,550	\$ -	55
56	\$ 5,887	\$ 8,769	\$ -	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)				56
57	\$ 436	\$ 140		ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)				57
58		\$ 881	\$ 3,330	ODA/OSWB Purge the Spurge, Phase 2 (2022-35-014)				58
59		\$ 3	\$ 15,886	OSWB Willamette Aquatic Weeds, Phase 8 - (2022-35-015)				59
60		\$ 8,064		OWEB/NRCS TA - Soil Health (219-9001-19457)				60
61	\$ 53,550	\$ 47,958	\$ 5,592	OWEB WFIP Effectiveness Monitoring (220-8201-17233)	\$ 10,903	\$ 10,903		61
62	\$ 40,032	\$ 18,608	\$ 97,097	OWEB Restoration Grant - J2E Diversity Project (220-3033-17504)	\$ 45,000	\$ 45,000		62
63	\$ 2,155	\$ -	\$ 7,048	OWEB SG Fackrell Water & Soil Improvement (09-20-002)				63
64	\$ 12,182	\$ -	\$ 1,354	OWEB SG Carson Riparian Buffer (09-20-003)				64
65			\$ 10,290	OWEB SG - Riparian & Prairie Restoration (09-22-001)	\$ 10,290	\$ 10,290		65

RESOURCES & REQUIREMENTS
 Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY23 Budget July 1, 2023 - June 30, 2024			
	Actual		Adopted Budget This Year 2022-2023		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022						
66			\$ 11,000	OWEB SG - Horse Island Clean Water (09-22-002-20225)	\$ -	\$ -		66
67	\$ -	\$ 7,120	\$ -	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ -	\$ -		67
68	\$ 50,400	\$ -		OWEB WR Anchor Habitat Monit. Frame. Ph 2 (218-8201-16520)	\$ -	\$ -		68
69	\$ 30,720	\$ 29,582	\$ 19,277	OWEB WFIP Effectiveness Monitoring (218-8390-17212)	\$ -	\$ -		69
70	\$ 270	\$ 18,557	\$ 8,692	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 13,902	\$ 13,902		70
71			\$ 12,637	ODA - WR Landowner Engagement Weed Control (2022-36-002)	\$ -	\$ -		71
72		\$ 2,941		Regen Garden Display	\$ -	\$ -		72
73		\$ 7,753		UMC SIA Station 2 Match	\$ -	\$ -		73
74			\$ 247	George Ice grant	\$ -	\$ -		74
75				ODA/OSWB - Purge the Spurge - Phase 3 (2023-36-016)	\$ 968	\$ 968		75
76				ODA/OSWB Willamette Aquatic Weeds, Phase 9 - (2023-36-017)	\$ 9,270	\$ 9,270		76
77				OWEB Restoration Grant - Mitchell Oak Woodland (222-3016-22326)	\$ 60,860	\$ 60,860		77
78				OWEB Jumping Giraffe Farm	\$ 13,520	\$ 13,520		78
79								79
80								80
81								81
82	\$ 414,459	\$ 205,926	\$ 252,856	Total Materials and Services	\$ 188,263	\$ 188,263	\$ -	82
83	\$ 37,393	\$ -	\$ 31,424	Transfer to General Fund: Administrative Fees	\$ 20,412	\$ 20,412	\$ -	83
84	\$ 37,393	\$ 24,167	\$ 31,424	Total Transfers	\$ 20,412	\$ 20,412	\$ -	84
85	\$ 10,210	\$ 10,207		Ending Balance Prior Years				85
86				Unappropriated Fund Balance (with accrual changes)				86
87				Reserved for Future Expenditures*				87
88	\$ 502,669	\$ 257,705	\$ 330,192	TOTAL REQUIREMENTS	\$ 222,503	\$ 222,503	\$ -	88

RESOURCES & REQUIREMENTS
Benton SWCD Reserve Fund

This fund is authorized and established by Resolution #2-2010 passed on April 5, 2010 for the following specified purpose: To purchase building(s) and/or land for use by Benton SWCD				BUILDING RESERVE FUND		Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Reviewed June 1, 2020; next review 2030			
Historical Data				DESCRIPTION	FY23 Budget July 1, 2023 - June 30, 2024				
Actual			Adopted Budget This Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
				RESOURCES					
1				1	Cash on hand* (cash basis) or				1
2	\$ 93,200	\$ 103,200	\$ 108,200	2	Working Capital (accrual basis)	\$ 113,200	\$ 113,200	\$ -	2
3				3	Previously levied taxes estimated to be received		\$ -		3
4				4	Earnings from temporary investments		\$ -		4
5	\$ 10,000	\$ 5,000	\$ 5,000	5	Transferred from General Fund	\$ 5,000	\$ 5,000	\$ -	5
6				6					6
7				7	Total Resources, except taxes to be levied				7
8				8	Taxes estimated to be received				8
9				9	Taxes collected in year levied				9
10	\$ 103,200	\$ 108,200	\$ 113,200	10	TOTAL RESOURCES	\$ 118,200	\$ 118,200	\$ -	10
				REQUIREMENTS					
12				12					12
13				13					13
14	\$ 103,200	\$ 108,200	\$ 113,200	14	RESERVED FOR FUTURE EXPENDITURE	\$ 118,200	\$ 118,200	\$ -	14
15	\$ 103,200	\$ 108,200	\$ 113,200	15	TOTAL REQUIREMENTS	\$ 118,200	\$ 118,200	\$ -	15

NOTE: Any Transfer to this fund will be made in December 2023, when property tax revenue is sufficient.

RESOLUTION No. FY2022-2023-08

ADOPTING THE FY2023-2024 BUDGET

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District hereby adopts the budget for fiscal year 2023-2024 in the total amount of \$1,784,091.00. This budget is now on file at the Benton Soil and Water Conservation District, 136 SW Washington Avenue, Suite 201, in Corvallis, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

<u>General Fund</u>		<u>Project Fund</u>	
Personnel Services....	557,401	Personnel Services.....	13,828
Materials & Services..	203,200	Materials & Services....	188,263
Capital Outlay.....	5,000	Capital Outlay.....	0
Debt Service	0	Transfers Out	20,412
Transfers Out.....	5,000	Total.....	\$222,503
Contingency.....	80,000		
Total.....	\$850,601	<u>Reserve Fund</u>	
		Personnel Services.....	0
<u>Debt Service Fund</u>		Materials & Services....	0
Debt Service	0	Capital Outlay.....	0
Total.....	\$0	Total.....	\$0
		Total APPROPRIATIONS, All Funds . . .	\$1,073,104
		Total Unappropriated and Reserve Amounts, All Funds . . .	710,987
		TOTAL ADOPTED BUDGET . . .	\$1,784,091

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023- 2024 :

- (1) In the amount **OR** at the rate of \$0.05 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ **OR** at the rate of \$ _____ per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....**OR** \$ 0.05/\$1000
 Local Option Tax.....\$ _____ **OR** \$ _____/\$1000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on June 12, 2023.

X _____
 Kerry Hastings, Benton SWCD Board Secretary

Monday, April 10, 2023; 6:00-7:30 PM
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
Passcode: 640956



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Jerry Paul, Kerry Hastings, Eliza Mason, Marcella Henkels, Bob Morris (Emeritus), Henry Storch (Emeritus)

Board Members Absent: David Barron

Associate Directors Present: Aubrey Cloud, Henry Pitts, Rana Foster

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Donna Schmitz, Sara Roberts, Candace Mackey (minutes)

Others Present: Greg Jones (applicant for Zone 4 Director position), Ash Woods (Guest), Paul Bilotta (Corvallis Community Development Director)

Others Absent: Amy Kaiser (NRCS)

Call to Order - Johnson (6:03pm)

Introductions, Public Comments, Announcements, Additions/Changes to Agenda

Introduction of Ash Woods, and Marcella announces new email address, Holly wishes to thank Amy Kaiser, our NRCS District Coordinator for service with BSWCD and announced there will be a new acting DC announced by NRCS soon.

Additions to agenda (added by Nate Johnson):

- Addition of Citizen's Bank Signature Authority Question (under Other Board Business)

Greg Jones Oath of Office for Zone 4 Director (in packet) Oath of Office declared and witnessed

CONSENT AGENDA

- **Approve draft Minutes from March 13th 2023 Board Meeting:**
- **Approve Financials (2/28/23)**
- **Rescind Resolution FY2022-2023-01 and approve a \$30,000 volunteer medical insurance policy (voted yay at March 13 meeting but need to revote)**
- **RE-approve Resolution No. FY2022-2023-06 (already signed at March 13 meeting but need to revote)**
- **Approve Resolution NO. FY2022-2023-07 for \$24, 415; grant #2023-36-017 from SWWB for Willamette River Aquatic Weed Management (in packet)**

Discussion: none

MOTION: Approve Consent Agenda: Kerry Hastings Second: Eliza Mason

Results: Pass 6/0

REGULAR AGENDA

- S. Covallis Urban Renewal District presentation by Corvallis Community Development Director paul.bilotta@corvallisoregon.gov Would love to have an update in a year or so.
- Clarify Zoom chat feature use; approve revised Draft Public Meeting Comment Policy (in packet)

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

- Discussion: Holly Crosson would like to have board clarify if chat should be completely disabled during board meetings, before a vote on the Policy. Pros and cons discussed. Straw poll majority to move whether or not to disable chat for all meetings to next board meeting.
- Motion: Nate Johnson moves to approve the policy with the amendment that sentence 4 have edit to: "public comment will not be taken through the Chat feature on Zoom after the public comment period" Second: Kerry Hastings
- Results: Pass 6/0
- Update on meeting outcome re: BSWCD support of Traditional Ecological Inquiry Program internship
Highlights: Met with Long Tom Watershed Council Rob Hoshaw and newly hired ED Steve Dear, and Joe Scott to explore opportunities for BSWCD to support the internship program in TEIP. Support for one internship through entire seasonal round would be \$6,000/year. Joe Scott emphasized that this would include the family of the student for travel, which is important. Also, very important that these relationships be long term and built sustainably. Decision to continue research and get brochure that was shown to Holly Crosson and Michael Ahr, that highlights project internship. ED will put a placeholder into the FY24 budget for \$6,000. Final financial support will be reviewed and approved/not approved by the board of directors.
- Discuss adding FY24 Budget Committee student member
 - Discussion: Local Budget Law dictates that electors (public) and local governing body (BSWCD board) numbers must be equal. Board can make one of those elector (public) positions a student position. Student position would be one year (not the regular three-year term for electors), and the student would have to be 18 years of age and a registered voter in Benton County. This would add administrative tasks for District staff, but pros are to engage students in the governmental budgeting process. Gives opportunities to students who are interested in conservation or fiscal planning to get exposure to these processes.
 - MOTION: Kerry Hasting moves to add a student to the Budget Committee beginning FY2023-2024. Second: Eliza Mason
 - Results: Pass 6/0
- Questions from Board about BSWCD staff and NRCS staff activities-Nate Johnson is asking about ODA Capacity monies. SDAO internship grant? Did we apply for that? On the field side, we have two potential interns for programs, so didn't seem worth it to pursue the SDAO one, which is geared toward the administrative side of the SDAO. Jerry Paul highly encourages the board to review Sara Roberts Native Plant Sale survey analysis.
- Other Board Business
 - Discussion of line-item signature authority: delegation of authority? Upon going into Citizen's Bank to update the approved account signers, banker asked Nate Johnson about the last line item of a list of powers of the signers that reads:

"Delegate Authority: Delegate to others the authority to approve, endorse, guarantee, and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft, or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft, or order for the payment of money."

This line item is the only one **not** checked. Director Johnson brings this item before the board to make sure that this should or shouldn't be a power of signers. All agree it does **not** need to be checked and given as a power of bank signers.

- Agenda items for next month-none given, next regular board meeting will not be until June, but May 8th will be Budget Committee meeting, which all Directors are expected to attend.

Meeting Adjourned - Johnson (7:49pm)

DRAFT

Benton SWCD Board Meeting

June 12, 2023

Financial Report

Period ending March 31, 2023

The closing balance in our Oregon LGIP account was \$935,787.84 dividend paid was \$3,158.49. The Fiscal YTD dividend paid was \$17,949.94. Our average monthly balance has been \$991,801.13 with a monthly distribution yield of 3.75 %. The previous months balance was \$1,020,176.96. We received a payment of \$7,648.64 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$171,935.80. The previous months balance was \$129,515.82.

Charges to the Credit Card account were \$1,325.42. These were verified and reconciled. The previous months charges were \$1,548.70.

The Stripe account was reconciled. The starting balance was \$0.00. Account activity before fees was \$-963.15, less fees of \$-1.32. Total payouts were \$963.15, leaving and ending balance of \$-1.32.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	136,110.80	102,240.44	33,870.36
10150 - Citizens Bank #2	5,000.79	4,952.90	47.89
10200 - LGIP	937,343.77	944,038.16	-6,694.39
10300 - Stripe	-1.32	-4.00	2.68
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,078,478.04	1,051,251.50	27,226.54
Accounts Receivable			
11000 - Accounts Receivable	0.00	15,673.19	-15,673.19
11400 - Grants Receivable	20,503.40	11,529.78	8,973.62
Total Accounts Receivable	20,503.40	27,202.97	-6,699.57
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-103,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-96,371.93	-102,910.93	6,539.00
200-1080 CashDue to/from Gen Fnd	96,371.93	102,910.93	-6,539.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
13000 - Prepaid expenses-Audit	6,548.52	5,878.95	669.57
Total Other Current Assets	6,548.52	5,878.95	669.57
Total Current Assets	1,105,529.96	1,084,333.42	21,196.54
Other Assets			
18400 - Property Tax Receivable-Audit	9,482.00	10,110.00	-628.00
Total Other Assets	9,482.00	10,110.00	-628.00
TOTAL ASSETS	1,115,011.96	1,094,443.42	20,568.54
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	8,126.65	2,805.66	5,320.99
20100 - Project Accts Payable	5,940.00	10,442.50	-4,502.50
Total Accounts Payable	14,066.65	13,248.16	818.49
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly CC - 2995	444.99	120.19	324.80
22400 - Teresa CC - 3019	66.41	103.51	-37.10
22500 - Heath CC - 3027	0.00	149.90	-149.90
22520 - Linda CC - 5980	0.00	261.31	-261.31
22530 - Michael CC - 3266	99.00	0.00	99.00
22532 - Sara CC - 0962	477.91	0.00	477.91
22533 - Candace CC - 0020	399.11	0.00	399.11
Total 22000 - CITIZENS BANK MASTER CARD	1,487.42	634.91	852.51
Total Credit Cards	1,487.42	634.91	852.51
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	7,778.42	5,939.74	1,838.68
24020 · Oregon Withholding	2,029.00	1,496.00	533.00
24030 · OR-WBF SUTA	1,457.71	438.63	1,019.08
24040 · Medical Employee	44.70	0.00	44.70
24050 · Medical Employer	3,931.93	0.00	3,931.93
24060 · 457b Contributions	2,779.70	0.00	2,779.70
Total 24000 · PAYROLL LIABILITIES	18,021.46	7,874.37	10,147.09
25800 · Deferred Revenue Grants-Audit	74,323.43	118,617.07	-44,293.64
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
Total Other Current Liabilities	92,344.89	126,738.16	-34,393.27
Total Current Liabilities	107,898.96	140,621.23	-32,722.27
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,261.09	112.00
Total Long Term Liabilities	8,373.09	8,261.09	112.00
Total Liabilities	116,272.05	148,882.32	-32,610.27
Equity			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	735,673.75	666,461.80	69,211.95
Net Income	144,656.16	165,689.30	-21,033.14
Total Equity	998,739.91	945,561.10	53,178.81
TOTAL LIABILITIES & EQUITY	1,115,011.96	1,094,443.42	20,568.54

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04/27/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of March 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							105,911.89
Transfer	03/17/2023			Funds Transfer	100,000.00		205,911.89
Deposit	03/20/2023			Deposit	295.00		206,206.89
Liability Check	03/30/2023		QuickBooks Payroll Service	Created by Payroll S...		23,273.60	182,933.29
Deposit	03/28/2023			Deposit	6,600.00		189,533.29
Transfer	03/30/2023			Funds Transfer	7,414.00		196,947.29
Deposit	03/31/2023			Interest	5.37		196,952.66
Paycheck	03/31/2023	DD	Ahr, Michael S	Direct Deposit	0.00		196,952.66
Paycheck	03/31/2023	DD	Crosson, Holly A	Direct Deposit	0.00		196,952.66
Paycheck	03/31/2023	DD	Mackey, Candace	Direct Deposit	0.00		196,952.66
Paycheck	03/31/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		196,952.66
Paycheck	03/31/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		196,952.66
Paycheck	03/31/2023	DD	Roberts, Sara	Direct Deposit	0.00		196,952.66
Bill Pmt -Check	03/10/2023	EFT	1Auto - Xerox Financial Servi...	autopay due on 10th ...		156.17	196,796.49
Liability Check	03/03/2023	EFT	United States Treasury	93-1077051		8,505.38	188,291.11
Liability Check	03/03/2023	EFT	Oregon Dept of Revenue	0292193-0		2,148.00	186,143.11
Check	03/20/2023	EFT	Card Service Center - Master...	Online Payment		1,456.51	184,686.60
Bill Pmt -Check	03/23/2023	EFT	1Auto - Verizon	autopay due on 25th ...		85.61	184,600.99
Liability Check	03/02/2023	8132	VALIC	Group #67994		2,977.18	181,623.81
Bill Pmt -Check	03/02/2023	8133	Edge Analytical	CIR# 7274		397.58	181,226.23
Bill Pmt -Check	03/02/2023	8134	CTX-Xerox	BC46-224378 CIR# ...		28.40	181,197.83
Bill Pmt -Check	03/02/2023	8135	NW Graphic Imaging	CIR# 7319		458.00	180,739.83
Bill Pmt -Check	03/02/2023	8136	R3 Engraving & Signs	CIR# 7318		195.00	180,544.83
Bill Pmt -Check	03/02/2023	8137	Valley Fire Control, Inc.	CIR# 7314		65.00	180,479.83
Bill Pmt -Check	03/09/2023	8138	Advantage Computing & Elec...	CIR# 7325		232.00	180,247.83
Bill Pmt -Check	03/09/2023	8139	Jenny Brausch Business Solu...	CIR# 7328		1,246.42	179,001.41
Bill Pmt -Check	03/09/2023	8140	Staff- Michael Ahr - V	CIR# 7329		54.83	178,946.58
Bill Pmt -Check	03/09/2023	8141	Staples	CIR# 7317		644.99	178,301.59
Bill Pmt -Check	03/09/2023	8142	Adam Thomas	CIR# 7323		600.00	177,701.59
Bill Pmt -Check	03/09/2023	8143	Haylee Davis	CIR# 7322		600.00	177,101.59
Bill Pmt -Check	03/09/2023	8144	Lucy Goracke	CIR# 7321		600.00	176,501.59
Bill Pmt -Check	03/09/2023	8145	OSU - AMBC	CIR#'s 7288 & 7307		1,036.50	175,465.09
Bill Pmt -Check	03/09/2023	8146	River Design Group, Inc.	CIR# 7320		1,140.00	174,325.09
Bill Pmt -Check	03/09/2023	8147	Staff- Michael Ahr - V	CIR# 7329		7.53	174,317.56
Bill Pmt -Check	03/16/2023	8148	Scholls Valley Native Nursery,...	VOID: CIR# 7338, 73...	0.00		174,317.56
Bill Pmt -Check	03/16/2023	8149	Sevenoaks Native Nursery LLC	CIR# 7341		9.50	174,308.06
Bill Pmt -Check	03/16/2023	8150	Willamette Gardens	CIR# 7334		38.25	174,269.81
Bill Pmt -Check	03/16/2023	8151	AgSource Coop Services	CIR# 7327		5.70	174,264.11
Bill Pmt -Check	03/16/2023	8152	bio-Med Testing Services, Inc.	CIR# 7304		18.00	174,246.11

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04/27/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of March 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
Bill Pmt -Check	03/16/2023	8153	Calapooia Watershed Council	CIR# 7330		1,200.00	173,046.11	
Bill Pmt -Check	03/16/2023	8154	Candace Mackey - V	CIR# 7316		740.30	172,305.81	
Bill Pmt -Check	03/16/2023	8155	Corvallis Parks & Rec.	CIR# 7336		79.75	172,226.06	
Bill Pmt -Check	03/16/2023	8156	CTX-Xerox	BC46-224378 CIR# ...		83.26	172,142.80	
Bill Pmt -Check	03/16/2023	8157	Department of Environmental ...	CIR# 7337		810.00	171,332.80	
Bill Pmt -Check	03/16/2023	8158	Marr Bros., Inc.	CIR# 7332		120.00	171,212.80	
Bill Pmt -Check	03/16/2023	8159	Merchant Nonprofit Consultin...	CIR# 7333		4,443.96	166,768.84	
Bill Pmt -Check	03/16/2023	8160	Willamette Gardens	CIR# 7334		1,021.50	165,747.34	
Bill Pmt -Check	03/16/2023	8161	Benton County Assessor	CIR# 7335		225.00	165,522.34	
Bill Pmt -Check	03/16/2023	8162	Scholls Valley Native Nursery,...	VOID: CIR# 7338, 73...	0.00		165,522.34	
Bill Pmt -Check	03/16/2023	8163	Sevenoaks Native Nursery LLC	VOID: CIR# 7341 Ch...	0.00		165,522.34	
Bill Pmt -Check	03/23/2023	8164	Benton County Fairgrounds	CIR# 7341		335.00	165,187.34	
Bill Pmt -Check	03/23/2023	8165	Corvallis Fall Festival	CIR# 7344		200.00	164,987.34	
Bill Pmt -Check	03/23/2023	8166	1Bill - Crystal Lake Storage	CIR# 7348		157.00	164,830.34	
Bill Pmt -Check	03/23/2023	8167	Scholls Valley Native Nursery,...	CIR# 7346		3,397.92	161,432.42	
Bill Pmt -Check	03/23/2023	8168	Sevenoaks Native Nursery LLC	CIR# 7341 & 7345 b...		2,933.35	158,499.07	
Bill Pmt -Check	03/23/2023	8169	WHA Insurance Agency	CIR# 7349		296.00	158,203.07	
Bill Pmt -Check	03/23/2023	8170	Scholls Valley Native Nursery,...	CIR# 7347		174.08	158,028.99	
Bill Pmt -Check	03/30/2023	8171	D. Franco Contracting, Inc.	CIR# 7312		6,000.00	152,028.99	
Bill Pmt -Check	03/30/2023	8172	Portland State University	CIR# 7350		13,059.34	138,969.65	
Bill Pmt -Check	03/30/2023	8173	Staff- Michael Ahr - V	CIR# 7351		40.15	138,929.50	
Bill Pmt -Check	03/30/2023	8174	Mater Investment Company	CIR# 7353:		2,062.58	136,866.92	
Bill Pmt -Check	03/30/2023	8175	SDIS	03-0018433 CIR# 73...		756.12	136,110.80	
Total 10100 · Citizens Bank						114,314.37	84,115.46	136,110.80
TOTAL						114,314.37	84,115.46	136,110.80

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through March 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	152,589.37	152,589.37
44535 · Taxes Levied	0.00	485,389.88	0.00	485,389.88
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	18,181.24	0.00	18,181.24
46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
48000 · TRANSFERS IN	5,000.00	16,378.27	0.00	21,378.27
Total Income	5,000.00	625,646.94	152,589.37	783,236.31
Gross Profit	5,000.00	625,646.94	152,589.37	783,236.31
Expense				
60000 · MATERIALS & SERVICES	0.00	119,682.09	0.00	119,682.09
66000 · PAYROLL EXPENSES	0.00	331,871.21	30,778.98	362,650.19
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	134,869.60	134,869.60
69400 · TRANSFERS OUT	0.00	5,000.00	16,378.27	21,378.27
Total Expense	0.00	456,553.30	182,026.85	638,580.15
Net Ordinary Income	5,000.00	169,093.64	-29,437.48	144,656.16
Net Income	5,000.00	169,093.64	-29,437.48	144,656.16

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through March 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	152,589.37	152,589.37
44535 · Taxes Levied	0.00	485,389.88	0.00	485,389.88
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	18,181.24	0.00	18,181.24
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	500.00	0.00	500.00
Total 46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	16,378.27	0.00	16,378.27
Total 48000 · TRANSFERS IN	5,000.00	16,378.27	0.00	21,378.27
Total Income	5,000.00	625,646.94	152,589.37	783,236.31
Gross Profit	5,000.00	625,646.94	152,589.37	783,236.31
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	408.11	0.00	408.11
61320 · Meals/per diem	0.00	111.05	0.00	111.05
61330 · Registration	0.00	1,338.81	0.00	1,338.81
Total 61300 · CONFERENCES AND TRAINING	0.00	1,857.97	0.00	1,857.97
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	8,156.24	0.00	8,156.24
61520 · Conservation Incentive Program	0.00	80.30	0.00	80.30
61530 · Invasives Program	0.00	1,409.00	0.00	1,409.00
61540 · Native Plant Sale	0.00	13,950.84	0.00	13,950.84
61570 · Soil Quality Program	0.00	1,086.24	0.00	1,086.24
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	0.00	24,682.62	0.00	24,682.62
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	3,486.75	0.00	3,486.75
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	110.00	0.00	110.00
62150 · Accounting	0.00	16,109.02	0.00	16,109.02
62170 · Web Design, Logo - Marketing	0.00	1,507.75	0.00	1,507.75
Total 62130 · PROFESSIONAL SERVICES	0.00	17,726.77	0.00	17,726.77
62180 · Consultation/Contracts - NPP	0.00	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	0.00	5,715.86	0.00	5,715.86
Total 62100 · CONTRACTED AND PROF SERVICES	0.00	42,739.38	0.00	42,739.38
62300 · Dues/Subscriptions/Fees	0.00	6,335.54	0.00	6,335.54

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through March 2023

	Building Reserve	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	65.00	0.00	65.00
62820 · Rent & Parking	0.00	21,652.83	0.00	21,652.83
62830 · Utilities	0.00	3,062.72	0.00	3,062.72
Total 62800 · OFFICE OCCUPANCY	0.00	24,780.55	0.00	24,780.55
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	370.85	0.00	370.85
65014 · Lease	0.00	1,447.18	0.00	1,447.18
Total 65010 · COPIER AND SUPPLIES	0.00	1,818.03	0.00	1,818.03
65020 · Equipment	0.00	4,628.64	0.00	4,628.64
65030 · Office Supplies	0.00	1,358.37	0.00	1,358.37
65040 · Postage	0.00	127.00	0.00	127.00
65050 · Software/Computer Accessori	0.00	2,070.99	0.00	2,070.99
Total 65000 · SUPPLIES AND MATERIALS	0.00	10,003.03	0.00	10,003.03
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	504.56	0.00	504.56
65114 · Merchandise	0.00	18.00	0.00	18.00
65116 · Newsletters	0.00	327.95	0.00	327.95
65118 · Publications	0.00	49.98	0.00	49.98
Total 65110 · PRODUCTION COSTS	0.00	900.49	0.00	900.49
65120 · Insurance & Fidelity Bond	0.00	5,322.92	0.00	5,322.92
65320 · Mileage/travel related expenses	0.00	1,245.91	0.00	1,245.91
65400 · Meetings & Events	0.00	1,813.68	0.00	1,813.68
Total 60000 · MATERIALS & SERVICES	0.00	119,682.09	0.00	119,682.09
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	260,643.39	23,734.66	284,378.05
66410 · Health, Dental & Life Insurance	0.00	35,941.83	3,943.87	39,885.70
66420 · Retirement	0.00	13,893.07	1,167.04	15,060.11
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	19,914.28	1,809.91	21,724.19
66520 · SUTA	0.00	1,328.07	116.67	1,444.74
66530 · OR-WBF	0.00	71.82	6.83	78.65
Total 66500 · Payroll Taxes	0.00	21,314.17	1,933.41	23,247.58
66800 · Fees	0.00	78.75	0.00	78.75
Total 66000 · PAYROLL EXPENSES	0.00	331,871.21	30,778.98	362,650.19
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	109,492.17	109,492.17
68020 · Project Mileage & Travel	0.00	0.00	363.62	363.62
68040 · Project Supplies & Materials	0.00	0.00	25,013.81	25,013.81
Total 68000 · PROJECTS-SVC-SUPP-MATERI	0.00	0.00	134,869.60	134,869.60
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through March 2023

	Building Reserve	General Fund	Project Fund	TOTAL
69440 · Trf PF to General Fund	0.00	0.00	16,378.27	16,378.27
Total 69400 · TRANSFERS OUT	0.00	5,000.00	16,378.27	21,378.27
Total Expense	0.00	456,553.30	182,026.85	638,580.15
Net Ordinary Income	5,000.00	169,093.64	-29,437.48	144,656.16
Net Income	5,000.00	169,093.64	-29,437.48	144,656.16

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	152,589.37	155,236.04	-2,646.67
44535 · Taxes Levied	485,389.88	471,738.44	13,651.44
44540 · ODA Operations	37,149.50	26,372.00	10,777.50
44545 · ODA Tech, LMA & Scope of Work	46,150.89	61,879.19	-15,728.30
45000 · Interest Income	18,181.24	3,422.03	14,759.21
46430 · MISCELLANEOUS			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
Total 46430 · MISCELLANEOUS	500.00	2,651.11	-2,151.11
47200 · CREP, SQP-Fee for Services	0.00	7,176.00	-7,176.00
47400 · Native Plant Sale Income	21,897.16	33,356.06	-11,458.90
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	16,378.27	13,644.00	2,734.27
Total 48000 · TRANSFERS IN	21,378.27	18,644.00	2,734.27
Total Income	783,236.31	780,474.87	2,761.44
Gross Profit	783,236.31	780,474.87	2,761.44
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	111.05	0.00	111.05
61330 · Registration	1,338.81	1,568.00	-229.19
Total 61300 · CONFERENCES AND TRAINING	1,857.97	1,568.00	289.97
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,156.24	8,162.97	-6.73
61520 · Conservation Incentive Program	80.30	2,000.00	-1,919.70
61530 · Invasives Program	1,409.00	787.00	622.00
61540 · Native Plant Sale	13,950.84	18,994.89	-5,044.05
61570 · Soil Quality Program	1,086.24	2,109.98	-1,023.74
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
Total 61500 · COMMUNITY CONSERVATION PROGR.	24,682.62	33,654.84	-8,972.22
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	3,486.75	1,314.20	2,172.55
62130 · PROFESSIONAL SERVICES			
62140 · Legal	110.00	2,620.00	-2,510.00
62150 · Accounting	16,109.02	15,524.18	584.84
62160 · Facilitation	0.00	6,925.00	-6,925.00
62170 · Web Design, Logo - Marketing	1,507.75	1,219.00	288.75
Total 62130 · PROFESSIONAL SERVICES	17,726.77	26,288.18	-8,561.41

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change
62180 · Consultation/Contracts - NPP	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	5,715.86	5,050.00	665.86
Total 62100 · CONTRACTED AND PROF SERVICES	42,739.38	37,552.38	5,187.00
62300 · Dues/Subscriptions/Fees	6,335.54	6,098.56	236.98
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	65.00	0.00	65.00
62820 · Rent & Parking	21,652.83	21,564.50	88.33
62830 · Utilities	3,062.72	3,611.02	-548.30
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
Total 62800 · OFFICE OCCUPANCY	24,780.55	25,210.00	-429.45
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	370.85	0.00	370.85
65014 · Lease	1,447.18	1,397.18	50.00
Total 65010 · COPIER AND SUPPLIES	1,818.03	1,397.18	420.85
65020 · Equipment	4,628.64	0.00	4,628.64
65030 · Office Supplies	1,358.37	1,639.10	-280.73
65040 · Postage	127.00	61.24	65.76
65050 · Software/Computer Accessories	2,070.99	1,927.59	143.40
Total 65000 · SUPPLIES AND MATERIALS	10,003.03	5,025.11	4,977.92
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	504.56	313.44	191.12
65114 · Merchandise	18.00	0.00	18.00
65116 · Newsletters	327.95	2,024.66	-1,696.71
65118 · Publications	49.98	0.00	49.98
Total 65110 · PRODUCTION COSTS	900.49	2,338.10	-1,437.61
65120 · Insurance & Fidelity Bond	5,322.92	4,489.97	832.95
65320 · Mileage/travel related expenses	1,245.91	1,177.95	67.96
65400 · Meetings & Events	1,813.68	173.90	1,639.78
Total 60000 · MATERIALS & SERVICES	119,682.09	117,288.81	2,393.28
66000 · PAYROLL EXPENSES			
66200 · Wages	284,378.05	271,127.30	13,250.75
66410 · Health, Dental & Life Insurance	39,885.70	45,030.23	-5,144.53
66420 · Retirement	15,060.11	13,730.57	1,329.54
66500 · Payroll Taxes			
66510 · FICA Employer	21,724.19	20,291.77	1,432.42
66520 · SUTA	1,444.74	2,017.02	-572.28
66530 · OR-WBF	78.65	80.75	-2.10
Total 66500 · Payroll Taxes	23,247.58	22,389.54	858.04
66800 · Fees	78.75	116.25	-37.50
Total 66000 · PAYROLL EXPENSES	362,650.19	352,393.89	10,256.30
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	109,492.17	103,481.55	6,010.62

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change
68020 · Project Mileage & Travel	363.62	132.72	230.90
68040 · Project Supplies & Materials	25,013.81	22,844.60	2,169.21
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	134,869.60	126,458.87	8,410.73
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	16,378.27	13,644.00	2,734.27
Total 69400 · TRANSFERS OUT	21,378.27	18,644.00	2,734.27
Total Expense	638,580.15	614,785.57	23,794.58
Net Ordinary Income	144,656.16	165,689.30	-21,033.14
Net Income	144,656.16	165,689.30	-21,033.14

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	485,389.88	490,000.00	-4,610.12	99.06%
44540 · ODA Operations	37,149.50	47,927.00	-10,777.50	77.51%
44545 · ODA Tech, LMA & Scope of Work	46,150.89	61,535.00	-15,384.11	75.0%
45000 · Interest Income	18,181.24	3,000.00	15,181.24	606.04%
46430 · MISCELLANEOUS				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
Total 46430 · MISCELLANEOUS	500.00	2,500.00	-2,000.00	20.0%
47400 · Native Plant Sale Income	21,897.16	10,000.00	11,897.16	218.97%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	16,378.27	43,338.00	-26,959.73	37.79%
Total 48000 · TRANSFERS IN	16,378.27	43,338.00	-26,959.73	37.79%
Total Income	625,646.94	1,360,646.00	-734,999.06	45.98%
Gross Profit	625,646.94	1,360,646.00	-734,999.06	45.98%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	111.05			
61330 · Registration	1,338.81			
61300 · CONFERENCES AND TRAINI	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	1,857.97	8,000.00	-6,142.03	23.23%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	8,156.24	8,200.00	-43.76	99.47%
61520 · Conservation Incentive Prog	80.30	3,333.00	-3,252.70	2.41%
61530 · Invasives Program	1,409.00	3,333.00	-1,924.00	42.27%
61540 · Native Plant Sale	13,950.84	20,000.00	-6,049.16	69.75%
61570 · Soil Quality Program	1,086.24	3,334.00	-2,247.76	32.58%
Total 61500 · COMMUNITY CONSERVAT	24,682.62	38,200.00	-13,517.38	64.61%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	3,486.75	4,000.00	-513.25	87.17%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	110.00			
62150 · Accounting	16,109.02			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Mark	1,507.75			
62130 · PROFESSIONAL SERVIC	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERV	17,726.77	40,000.00	-22,273.23	44.32%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
62180 · Consultation/Contracts - NPI	10,010.00	10,000.00	10.00	100.1%
62190 · Misc Contracted Services	5,715.86	6,000.00	-284.14	95.26%
Total 62100 · CONTRACTED AND PROF	42,739.38	66,000.00	-23,260.62	64.76%
62300 · Dues/Subscriptions/Fees	6,335.54	13,000.00	-6,664.46	48.74%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	65.00	500.00	-435.00	13.0%
62820 · Rent & Parking	21,652.83	28,000.00	-6,347.17	77.33%
62830 · Utilities	3,062.72	4,000.00	-937.28	76.57%
62840 · Other	0.00	500.00	-500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	24,780.55	33,000.00	-8,219.45	75.09%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	370.85			
65014 · Lease	1,447.18	3,000.00	-1,552.82	48.24%
Total 65010 · COPIER AND SUPPLIE	1,818.03	3,000.00	-1,181.97	60.6%
65020 · Equipment	4,628.64	5,000.00	-371.36	92.57%
65030 · Office Supplies	1,358.37	2,500.00	-1,141.63	54.34%
65040 · Postage	127.00	500.00	-373.00	25.4%
65050 · Software/Computer Accesso	2,070.99	19,200.00	-17,129.01	10.79%
65000 · SUPPLIES AND MATERIALS	0.00	2,641.00	-2,641.00	0.0%
Total 65000 · SUPPLIES AND MATERIAL	10,003.03	32,841.00	-22,837.97	30.46%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	504.56	1,500.00	-995.44	33.64%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	49.98	1,000.00	-950.02	5.0%
Total 65110 · PRODUCTION COSTS	900.49	5,000.00	-4,099.51	18.01%
65120 · Insurance & Fidelity Bond	5,322.92	7,000.00	-1,677.08	76.04%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	1,245.91	4,000.00	-2,754.09	31.15%
65400 · Meetings & Events	1,813.68	2,100.00	-286.32	86.37%
Total 60000 · MATERIALS & SERVICES	119,682.09	209,341.00	-89,658.91	57.17%
66000 · PAYROLL EXPENSES				
66200 · Wages	260,643.39	376,020.00	-115,376.61	69.32%
66410 · Health, Dental & Life Insurance	35,941.83	59,565.00	-23,623.17	60.34%
66420 · Retirement	13,893.07	24,418.00	-10,524.93	56.9%
66500 · Payroll Taxes				
66510 · FICA Employer	19,914.28			
66520 · SUTA	1,328.07			
66530 · OR-WBF	71.82			
66500 · Payroll Taxes - Other	0.00	32,539.00	-32,539.00	0.0%
Total 66500 · Payroll Taxes	21,314.17	32,539.00	-11,224.83	65.5%
66800 · Fees	78.75	300.00	-221.25	26.25%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Total 66000 · PAYROLL EXPENSES	331,871.21	492,842.00	-160,970.79	67.34%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	329,531.00	-329,531.00	0.0%
Total Expense	456,553.30	1,360,646.00	-904,092.70	33.55%
Net Ordinary Income	169,093.64	0.00	169,093.64	100.0%
Net Income	169,093.64	0.00	169,093.64	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	152,589.37	461,234.00	-308,644.63	33.08%
Total Income	<u>152,589.37</u>	<u>461,234.00</u>	<u>-308,644.63</u>	<u>33.08%</u>
Gross Profit	152,589.37	461,234.00	-308,644.63	33.08%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	23,734.66	41,996.00	-18,261.34	56.52%
66410 · Health, Dental & Life Insurance	3,943.87	10,606.00	-6,662.13	37.19%
66420 · Retirement	1,167.04	2,475.00	-1,307.96	47.15%
66500 · Payroll Taxes				
66510 · FICA Employer	1,809.91	0.00	1,809.91	100.0%
66520 · SUTA	116.67	0.00	116.67	100.0%
66530 · OR-WBF	6.83	0.00	6.83	100.0%
66500 · Payroll Taxes - Other	0.00	4,995.00	-4,995.00	0.0%
Total 66500 · Payroll Taxes	<u>1,933.41</u>	<u>4,995.00</u>	<u>-3,061.59</u>	<u>38.71%</u>
Total 66000 · PAYROLL EXPENSES	<u>30,778.98</u>	<u>60,072.00</u>	<u>-29,293.02</u>	<u>51.24%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	109,492.17	0.00	109,492.17	100.0%
68020 · Project Mileage & Travel	363.62	0.00	363.62	100.0%
68040 · Project Supplies & Materials	25,013.81	0.00	25,013.81	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	357,824.00	-357,824.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>134,869.60</u>	<u>357,824.00</u>	<u>-222,954.40</u>	<u>37.69%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	16,378.27	43,338.00	-26,959.73	37.79%
Total 69400 · TRANSFERS OUT	<u>16,378.27</u>	<u>43,338.00</u>	<u>-26,959.73</u>	<u>37.79%</u>
Total Expense	<u>182,026.85</u>	<u>461,234.00</u>	<u>-279,207.15</u>	<u>39.47%</u>
Net Ordinary Income	<u>-29,437.48</u>	<u>0.00</u>	<u>-29,437.48</u>	<u>100.0%</u>
Net Income	<u><u>-29,437.48</u></u>	<u><u>0.00</u></u>	<u><u>-29,437.48</u></u>	<u><u>100.0%</u></u>

March 2023 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	7/31/2023	Open	9/15/2023	27,742	27,742	9,829	9,829	17,913	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	894	1,628
State of the River Synthesis Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	79,750	79,750	250	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	10,361	1,639
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	2,275	2,275	5,225	7,500	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	207	1,157
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,323	28,342	28,342	-7,020	7,108	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,577	8
Purge the Spurge III	2023-36-016	ODA-OWEB			Open													0
WRAWMP IX	2023-36-017	ODA-OWEB			Open													0
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	10,890	10,890	0	1,210	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.			0
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	14,889	14,889	-1,489	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,353	0
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,034	74,025	74,025	-991	51,966	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,668	4,696
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	86,940	86,940	-2,205	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	9,091	0

March 2023 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	26,834	38,337	38,337	-11,502	19,133	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	3,485	694
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	119,970	126,569	126,569	-6,600	119,945	DS	6/30/2028 and 6/30/2030		23,084	11,504	11,580
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	113,300	119,005	119,005	-5,705	6,688	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
Total							932,567	698,047				234,520					63,624	25,422

Benton SWCD Board Meeting

June 12, 2023

Financial Report

Period ending April 30, 2023

The closing balance in our Oregon LGIP account was \$940,231.18, dividend paid was \$2,887.46. The Fiscal YTD dividend paid was \$20,837.40. Our average monthly balance has been \$937,321.31 with a monthly distribution yield of 3.75 %. The previous months balance was \$935,787.84. We received a payment of \$1,55.80 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$134,882.59. The previous months balance was \$171,935.80.

Charges to the Credit Card account were \$1,108.38. These were verified and reconciled. The previous months charges were \$1,325.42.

The Stripe account was reconciled. The starting balance was \$-1.32. Account activity before fees was \$0.00, less fees of \$0.00. Total payouts were \$0.00, leaving and ending balance of \$-1.32.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
 As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	113,134.76	152,856.42	-39,721.66
10150 · Citizens Bank #2	5,000.87	4,952.94	47.93
10200 · LGIP	943,345.02	846,163.98	97,181.04
10300 · Stripe	-1.32	-4.00	2.68
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,061,503.33	1,003,993.34	57,509.99
Accounts Receivable			
11000 · Accounts Receivable	0.00	30,993.78	-30,993.78
11400 · Grants Receivable	14,328.60	3,541.65	10,786.95
Total Accounts Receivable	14,328.60	34,535.43	-20,206.83
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-103,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-96,371.93	-102,910.93	6,539.00
200-1080 CashDue to/from Gen Fnd	96,371.93	102,910.93	-6,539.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
13000 · Prepaid expenses-Audit	5,872.02	6,078.95	-206.93
Total Other Current Assets	5,872.02	6,078.95	-206.93
Total Current Assets	1,081,703.95	1,044,607.72	37,096.23
Other Assets			
18400 · Property Tax Receivable-Audit	9,482.00	10,110.00	-628.00
Total Other Assets	9,482.00	10,110.00	-628.00
TOTAL ASSETS	1,091,185.95	1,054,717.72	36,468.23
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	4,729.61	2,309.93	2,419.68
20100 · Project Accts Payable	4,799.11	12,818.06	-8,018.95
Total Accounts Payable	9,528.72	15,127.99	-5,599.27
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	145.99	125.19	20.80
22400 · Teresa CC - 3019	129.48	570.83	-441.35
22500 · Heath CC - 3027	0.00	149.90	-149.90
22520 · Linda CC - 5980	0.00	291.41	-291.41
22530 · Michael CC - 3266	185.56	136.47	49.09
22532 · Sara CC - 0962	183.44	0.00	183.44
22533 · Candace CC - 0020	550.47	0.00	550.47
Total 22000 · CITIZENS BANK MASTER CARD	1,194.94	1,273.80	-78.86
Total Credit Cards	1,194.94	1,273.80	-78.86
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	8,587.24	6,236.44	2,350.80
24020 · Oregon Withholding	2,163.00	1,535.00	628.00
24030 · OR-WBF SUTA	1,961.14	275.90	1,685.24
24040 · Medical Employee	0.00	42.77	-42.77
24050 · Medical Employer	0.00	4,497.40	-4,497.40
24060 · 457b Contributions	0.00	2,906.67	-2,906.67
Total 24000 · PAYROLL LIABILITIES	12,711.38	15,494.18	-2,782.80
25800 · Deferred Revenue Grants-Audit	71,048.45	99,105.51	-28,057.06
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
Total Other Current Liabilities	83,759.83	114,846.41	-31,086.58
Total Current Liabilities	94,483.49	131,248.20	-36,764.71
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,261.09	112.00
Total Long Term Liabilities	8,373.09	8,261.09	112.00
Total Liabilities	102,856.58	139,509.29	-36,652.71
Equity			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	735,673.75	666,461.80	69,211.95
Net Income	134,245.62	135,336.63	-1,091.01
Total Equity	988,329.37	915,208.43	73,120.94
TOTAL LIABILITIES & EQUITY	1,091,185.95	1,054,717.72	36,468.23

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of April 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 · Citizens Bank							136,110.80
Deposit	04/10/2023			Deposit	1,489.00		137,599.80
Deposit	04/12/2023			Deposit	1,353.00		138,952.80
Liability Ch...	04/27/2023		QuickBooks Payroll S...	Created by Payroll Servic...		25,062.77	113,890.03
Deposit	04/28/2023			Deposit	37,663.20		151,553.23
Deposit	04/30/2023			Interest	5.39		151,558.62
Paycheck	04/28/2023	DD	Ahr, Michael S	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Crosson, Holly A	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Mackey, Candace	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Bocys, Althea	Direct Deposit	0.00		151,558.62
Paycheck	04/28/2023	DD	Roberts, Sara	Direct Deposit	0.00		151,558.62
Liability Ch...	04/05/2023	EFT	United States Treasury	93-1077051		7,778.42	143,780.20
Liability Ch...	04/05/2023	EFT	Oregon Dept of Reve...	0292193-0		2,029.00	141,751.20
Bill Pmt -C...	04/10/2023	EFT	1Auto - Xerox Financ...			312.34	141,438.86
Check	04/20/2023	EFT	Card Service Center ...	Online Payment		1,325.42	140,113.44
Bill Pmt -C...	04/25/2023	EFT	1Auto - Verizon	autopay due on 25th of m...		85.52	140,027.92
Liability Ch...	04/06/2023	8176	VALIC	Group #67994		2,779.70	137,248.22
Liability Ch...	04/06/2023	8177	SDIS	03-0018433 CIR# 7354		3,976.63	133,271.59
Bill Pmt -C...	04/06/2023	8178	Jenny Brausch Busin...	CIR# 7355		2,477.92	130,793.67
Bill Pmt -C...	04/13/2023	8179	Advantage Computin...			784.35	130,009.32
Bill Pmt -C...	04/13/2023	8180	Kim Kathryn Carson	CIR# 7331		1,354.00	128,655.32
Bill Pmt -C...	04/20/2023	8181	1Bill - Crystal Lake St...	CIR# 7360		157.00	128,498.32
Bill Pmt -C...	04/20/2023	8182	CTX-Xerox	BC46-224378 CIR# 7359		57.12	128,441.20
Bill Pmt -C...	04/20/2023	8183	Marys River Watersh...	CIR# 7361		4,745.36	123,695.84
Liability Ch...	04/27/2023	8184	SDIS	03-0018433 CIR# 7357		4,787.82	118,908.02
Bill Pmt -C...	04/27/2023	8185	Mater Investment Co...	CIR# 7366:		2,062.58	116,845.44
Bill Pmt -C...	04/27/2023	8186	Edge Analytical	CIR# 7365		586.00	116,259.44
Liability Ch...	04/27/2023	8187	VALIC	Group #67994		3,124.68	113,134.76
Total 10100 · Citizens Bank					40,510.59	63,486.63	113,134.76
TOTAL					40,510.59	63,486.63	113,134.76

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through April 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	162,680.77	162,680.77
44535 · Taxes Levied	0.00	488,460.58	0.00	488,460.58
44540 · ODA Operations	0.00	47,927.00	0.00	47,927.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,534.37	0.00	61,534.37
45000 · Interest Income	0.00	21,117.31	0.00	21,117.31
46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
48000 · TRANSFERS IN	5,000.00	17,142.61	0.00	22,142.61
Total Income	<u>5,000.00</u>	<u>658,579.03</u>	<u>162,680.77</u>	<u>826,259.80</u>
Gross Profit	5,000.00	658,579.03	162,680.77	826,259.80
Expense				
60000 · MATERIALS & SERVICES	0.00	127,323.73	0.00	127,323.73
66000 · PAYROLL EXPENSES	0.00	371,071.66	35,807.47	406,879.13
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	135,668.71	135,668.71
69400 · TRANSFERS OUT	0.00	5,000.00	17,142.61	22,142.61
Total Expense	<u>0.00</u>	<u>503,395.39</u>	<u>188,618.79</u>	<u>692,014.18</u>
Net Ordinary Income	<u>5,000.00</u>	<u>155,183.64</u>	<u>-25,938.02</u>	<u>134,245.62</u>
Net Income	<u><u>5,000.00</u></u>	<u><u>155,183.64</u></u>	<u><u>-25,938.02</u></u>	<u><u>134,245.62</u></u>

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through April 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	162,680.77	162,680.77
44535 · Taxes Levied	0.00	488,460.58	0.00	488,460.58
44540 · ODA Operations	0.00	47,927.00	0.00	47,927.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,534.37	0.00	61,534.37
45000 · Interest Income	0.00	21,117.31	0.00	21,117.31
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	500.00	0.00	500.00
Total 46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	17,142.61	0.00	17,142.61
Total 48000 · TRANSFERS IN	5,000.00	17,142.61	0.00	22,142.61
Total Income	5,000.00	658,579.03	162,680.77	826,259.80
Gross Profit	5,000.00	658,579.03	162,680.77	826,259.80
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	408.11	0.00	408.11
61320 · Meals/per diem	0.00	111.05	0.00	111.05
61330 · Registration	0.00	1,487.81	0.00	1,487.81
Total 61300 · CONFERENCES AND TRAINING	0.00	2,006.97	0.00	2,006.97
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	8,156.24	0.00	8,156.24
61520 · Conservation Incentive Program	0.00	80.30	0.00	80.30
61530 · Invasives Program	0.00	1,495.56	0.00	1,495.56
61540 · Native Plant Sale	0.00	13,950.84	0.00	13,950.84
61570 · Soil Quality Program	0.00	2,689.84	0.00	2,689.84
Total 61500 · COMMUNITY CONSERVATION F	0.00	26,372.78	0.00	26,372.78
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	4,350.75	0.00	4,350.75
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	110.00	0.00	110.00
62150 · Accounting	0.00	17,763.82	0.00	17,763.82
62170 · Web Design, Logo - Marketing	0.00	1,507.75	0.00	1,507.75
Total 62130 · PROFESSIONAL SERVICES	0.00	19,381.57	0.00	19,381.57
62180 · Consultation/Contracts - NPP	0.00	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	0.00	5,715.86	0.00	5,715.86
Total 62100 · CONTRACTED AND PROF SERV	0.00	45,258.18	0.00	45,258.18
62300 · Dues/Subscriptions/Fees	0.00	6,665.02	0.00	6,665.02

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through April 2023

	Building Reserve	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	65.00	0.00	65.00
62820 · Rent & Parking	0.00	23,872.41	0.00	23,872.41
62830 · Utilities	0.00	3,400.59	0.00	3,400.59
62840 · Other	0.00	3.98	0.00	3.98
Total 62800 · OFFICE OCCUPANCY	0.00	27,341.98	0.00	27,341.98
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	427.97	0.00	427.97
65014 · Lease	0.00	1,603.35	0.00	1,603.35
Total 65010 · COPIER AND SUPPLIES	0.00	2,031.32	0.00	2,031.32
65020 · Equipment	0.00	4,628.64	0.00	4,628.64
65030 · Office Supplies	0.00	1,478.21	0.00	1,478.21
65040 · Postage	0.00	127.00	0.00	127.00
65050 · Software/Computer Accessories	0.00	2,085.45	0.00	2,085.45
Total 65000 · SUPPLIES AND MATERIALS	0.00	10,350.62	0.00	10,350.62
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	735.76	0.00	735.76
65114 · Merchandise	0.00	18.00	0.00	18.00
65116 · Newsletters	0.00	327.95	0.00	327.95
65118 · Publications	0.00	49.98	0.00	49.98
Total 65110 · PRODUCTION COSTS	0.00	1,131.69	0.00	1,131.69
65120 · Insurance & Fidelity Bond	0.00	4,646.42	0.00	4,646.42
65320 · Mileage/travel related expenses	0.00	1,736.39	0.00	1,736.39
65400 · Meetings & Events	0.00	1,813.68	0.00	1,813.68
Total 60000 · MATERIALS & SERVICES	0.00	127,323.73	0.00	127,323.73
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	291,446.54	27,644.38	319,090.92
66410 · Health, Dental & Life Insurance	0.00	40,115.04	4,513.78	44,628.82
66420 · Retirement	0.00	15,524.68	1,388.66	16,913.34
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	22,267.57	2,108.74	24,376.31
66520 · SUTA	0.00	1,543.39	144.01	1,687.40
66530 · OR-WBF	0.00	80.44	7.90	88.34
Total 66500 · Payroll Taxes	0.00	23,891.40	2,260.65	26,152.05
66800 · Fees	0.00	94.00	0.00	94.00
Total 66000 · PAYROLL EXPENSES	0.00	371,071.66	35,807.47	406,879.13
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	110,237.17	110,237.17
68020 · Project Mileage & Travel	0.00	0.00	417.73	417.73
68040 · Project Supplies & Materials	0.00	0.00	25,013.81	25,013.81
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	135,668.71	135,668.71
69400 · TRANSFERS OUT				

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through April 2023

	Building Reserve	General Fund	Project Fund	TOTAL
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	17,142.61	17,142.61
Total 69400 · TRANSFERS OUT	<u>0.00</u>	<u>5,000.00</u>	<u>17,142.61</u>	<u>22,142.61</u>
Total Expense	<u>0.00</u>	<u>503,395.39</u>	<u>188,618.79</u>	<u>692,014.18</u>
Net Ordinary Income	<u>5,000.00</u>	<u>155,183.64</u>	<u>-25,938.02</u>	<u>134,245.62</u>
Net Income	<u><u>5,000.00</u></u>	<u><u>155,183.64</u></u>	<u><u>-25,938.02</u></u>	<u><u>134,245.62</u></u>

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through April 2023

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	162,680.77	192,391.56	-29,710.79
44535 · Taxes Levied	488,460.58	473,392.00	15,068.58
44540 · ODA Operations	47,927.00	26,372.00	21,555.00
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,879.19	-344.82
45000 · Interest Income	21,117.31	3,899.92	17,217.39
46430 · MISCELLANEOUS			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
Total 46430 · MISCELLANEOUS	500.00	2,651.11	-2,151.11
47200 · CREP, SQP-Fee for Services	0.00	8,296.00	-8,296.00
47400 · Native Plant Sale Income	21,897.16	34,036.06	-12,138.90
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	17,142.61	17,764.03	-621.42
Total 48000 · TRANSFERS IN	22,142.61	22,764.03	-621.42
Total Income	826,259.80	825,681.87	577.93
Gross Profit	826,259.80	825,681.87	577.93
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	111.05	0.00	111.05
61330 · Registration	1,487.81	1,568.00	-80.19
Total 61300 · CONFERENCES AND TRAINING	2,006.97	1,568.00	438.97
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,156.24	8,162.97	-6.73
61520 · Conservation Incentive Program	80.30	2,000.00	-1,919.70
61530 · Invasives Program	1,495.56	923.47	572.09
61540 · Native Plant Sale	13,950.84	18,939.89	-4,989.05
61570 · Soil Quality Program	2,689.84	2,832.89	-143.05
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
Total 61500 · COMMUNITY CONSERVATION PROG	26,372.78	34,459.22	-8,086.44
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	4,350.75	1,615.10	2,735.65
62130 · PROFESSIONAL SERVICES			
62140 · Legal	110.00	3,115.00	-3,005.00
62150 · Accounting	17,763.82	16,650.85	1,112.97
62160 · Facilitation	0.00	6,925.00	-6,925.00
62170 · Web Design, Logo - Marketing	1,507.75	1,219.00	288.75
Total 62130 · PROFESSIONAL SERVICES	19,381.57	27,909.85	-8,528.28

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through April 2023

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change
62180 · Consultation/Contracts - NPP	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	5,715.86	5,050.00	665.86
Total 62100 · CONTRACTED AND PROF SERVICES	45,258.18	39,474.95	5,783.23
62300 · Dues/Subscriptions/Fees	6,665.02	6,539.74	125.28
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	65.00	0.00	65.00
62820 · Rent & Parking	23,872.41	23,723.75	148.66
62830 · Utilities	3,400.59	3,974.38	-573.79
62840 · Other	3.98	0.00	3.98
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
Total 62800 · OFFICE OCCUPANCY	27,341.98	27,732.61	-390.63
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	427.97	0.00	427.97
65014 · Lease	1,603.35	1,553.35	50.00
Total 65010 · COPIER AND SUPPLIES	2,031.32	1,553.35	477.97
65020 · Equipment	4,628.64	0.00	4,628.64
65030 · Office Supplies	1,478.21	1,639.10	-160.89
65040 · Postage	127.00	61.24	65.76
65050 · Software/Computer Accessories	2,085.45	1,940.19	145.26
Total 65000 · SUPPLIES AND MATERIALS	10,350.62	5,193.88	5,156.74
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	735.76	638.44	97.32
65114 · Merchandise	18.00	0.00	18.00
65116 · Newsletters	327.95	2,024.66	-1,696.71
65118 · Publications	49.98	0.00	49.98
Total 65110 · PRODUCTION COSTS	1,131.69	2,663.10	-1,531.41
65120 · Insurance & Fidelity Bond	4,646.42	4,489.97	156.45
65320 · Mileage/travel related expenses	1,736.39	1,231.36	505.03
65400 · Meetings & Events	1,813.68	173.90	1,639.78
Total 60000 · MATERIALS & SERVICES	127,323.73	123,526.73	3,797.00
66000 · PAYROLL EXPENSES			
66200 · Wages	319,090.92	298,087.80	21,003.12
66410 · Health, Dental & Life Insurance	44,628.82	49,527.63	-4,898.81
66420 · Retirement	16,913.34	15,231.53	1,681.81
66500 · Payroll Taxes			
66510 · FICA Employer	24,376.31	22,350.99	2,025.32
66520 · SUTA	1,687.40	2,259.28	-571.88
66530 · OR-WBF	88.34	89.04	-0.70
Total 66500 · Payroll Taxes	26,152.05	24,699.31	1,452.74
66800 · Fees	94.00	128.00	-34.00
Total 66000 · PAYROLL EXPENSES	406,879.13	387,674.27	19,204.86
68000 · PROJECTS-SVC-SUPP-MATERIALS			

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2022 through April 2023

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change
68010 · Project Contracted Services	110,237.17	132,648.12	-22,410.95
68020 · Project Mileage & Travel	417.73	132.72	285.01
68040 · Project Supplies & Materials	25,013.81	23,599.37	1,414.44
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	135,668.71	156,380.21	-20,711.50
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	17,142.61	17,764.03	-621.42
Total 69400 · TRANSFERS OUT	22,142.61	22,764.03	-621.42
Total Expense	692,014.18	690,345.24	1,668.94
Net Ordinary Income	134,245.62	135,336.63	-1,091.01
Net Income	134,245.62	135,336.63	-1,091.01

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	488,460.58	490,000.00	-1,539.42	99.69%
44540 · ODA Operations	47,927.00	47,927.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,535.00	-0.63	100.0%
45000 · Interest Income	21,117.31	3,000.00	18,117.31	703.91%
46430 · MISCELLANEOUS				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
Total 46430 · MISCELLANEOUS	500.00	2,500.00	-2,000.00	20.0%
47400 · Native Plant Sale Income	21,897.16	10,000.00	11,897.16	218.97%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	17,142.61	43,338.00	-26,195.39	39.56%
Total 48000 · TRANSFERS IN	17,142.61	43,338.00	-26,195.39	39.56%
Total Income	658,579.03	1,360,646.00	-702,066.97	48.4%
Gross Profit	658,579.03	1,360,646.00	-702,066.97	48.4%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	111.05			
61330 · Registration	1,487.81			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	2,006.97	8,000.00	-5,993.03	25.09%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth	8,156.24	8,200.00	-43.76	99.47%
61520 · Conservation Incentive Program	80.30	3,333.00	-3,252.70	2.41%
61530 · Invasives Program	1,495.56	3,333.00	-1,837.44	44.87%
61540 · Native Plant Sale	13,950.84	20,000.00	-6,049.16	69.75%
61570 · Soil Quality Program	2,689.84	3,334.00	-644.16	80.68%
Total 61500 · COMMUNITY CONSERVATION	26,372.78	38,200.00	-11,827.22	69.04%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	4,350.75	4,000.00	350.75	108.77%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	110.00			
62150 · Accounting	17,763.82			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Marketir	1,507.75			
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	19,381.57	40,000.00	-20,618.43	48.45%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
62180 · Consultation/Contracts - NPP	10,010.00	10,000.00	10.00	100.1%
62190 · Misc Contracted Services	5,715.86	6,000.00	-284.14	95.26%
Total 62100 · CONTRACTED AND PROF SE	45,258.18	66,000.00	-20,741.82	68.57%
62300 · Dues/Subscriptions/Fees	6,665.02	13,000.00	-6,334.98	51.27%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	65.00	500.00	-435.00	13.0%
62820 · Rent & Parking	23,872.41	28,000.00	-4,127.59	85.26%
62830 · Utilities	3,400.59	4,000.00	-599.41	85.02%
62840 · Other	3.98	500.00	-496.02	0.8%
Total 62800 · OFFICE OCCUPANCY	27,341.98	33,000.00	-5,658.02	82.85%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	427.97			
65014 · Lease	1,603.35	3,000.00	-1,396.65	53.45%
Total 65010 · COPIER AND SUPPLIES	2,031.32	3,000.00	-968.68	67.71%
65020 · Equipment	4,628.64	5,000.00	-371.36	92.57%
65030 · Office Supplies	1,478.21	2,500.00	-1,021.79	59.13%
65040 · Postage	127.00	500.00	-373.00	25.4%
65050 · Software/Computer Accessories	2,085.45	19,200.00	-17,114.55	10.86%
65000 · SUPPLIES AND MATERIALS - O	0.00	2,641.00	-2,641.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	10,350.62	32,841.00	-22,490.38	31.52%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	735.76	1,500.00	-764.24	49.05%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	49.98	1,000.00	-950.02	5.0%
Total 65110 · PRODUCTION COSTS	1,131.69	5,000.00	-3,868.31	22.63%
65120 · Insurance & Fidelity Bond	4,646.42	7,000.00	-2,353.58	66.38%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	1,736.39	4,000.00	-2,263.61	43.41%
65400 · Meetings & Events	1,813.68	2,100.00	-286.32	86.37%
Total 60000 · MATERIALS & SERVICES	127,323.73	209,341.00	-82,017.27	60.82%
66000 · PAYROLL EXPENSES				
66200 · Wages	291,446.54	376,020.00	-84,573.46	77.51%
66410 · Health, Dental & Life Insurance	40,115.04	59,565.00	-19,449.96	67.35%
66420 · Retirement	15,524.68	24,418.00	-8,893.32	63.58%
66500 · Payroll Taxes				
66510 · FICA Employer	22,267.57			
66520 · SUTA	1,543.39			
66530 · OR-WBF	80.44			
66500 · Payroll Taxes - Other	0.00	32,539.00	-32,539.00	0.0%
Total 66500 · Payroll Taxes	23,891.40	32,539.00	-8,647.60	73.42%
66800 · Fees	94.00	300.00	-206.00	31.33%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Total 66000 · PAYROLL EXPENSES	371,071.66	492,842.00	-121,770.34	75.29%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	329,531.00	-329,531.00	0.0%
Total Expense	503,395.39	1,360,646.00	-857,250.61	37.0%
Net Ordinary Income	155,183.64	0.00	155,183.64	100.0%
Net Income	155,183.64	0.00	155,183.64	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2022 through April 2023

	Jul '22 - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	162,680.77	461,234.00	-298,553.23	35.27%
Total Income	<u>162,680.77</u>	<u>461,234.00</u>	<u>-298,553.23</u>	<u>35.27%</u>
Gross Profit	162,680.77	461,234.00	-298,553.23	35.27%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	27,644.38	41,996.00	-14,351.62	65.83%
66410 · Health, Dental & Life Insurance	4,513.78	10,606.00	-6,092.22	42.56%
66420 · Retirement	1,388.66	2,475.00	-1,086.34	56.11%
66500 · Payroll Taxes				
66510 · FICA Employer	2,108.74	0.00	2,108.74	100.0%
66520 · SUTA	144.01	0.00	144.01	100.0%
66530 · OR-WBF	7.90	0.00	7.90	100.0%
66500 · Payroll Taxes - Other	0.00	4,995.00	-4,995.00	0.0%
Total 66500 · Payroll Taxes	<u>2,260.65</u>	<u>4,995.00</u>	<u>-2,734.35</u>	<u>45.26%</u>
Total 66000 · PAYROLL EXPENSES	<u>35,807.47</u>	<u>60,072.00</u>	<u>-24,264.53</u>	<u>59.61%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	110,237.17	0.00	110,237.17	100.0%
68020 · Project Mileage & Travel	417.73	0.00	417.73	100.0%
68040 · Project Supplies & Materials	25,013.81	0.00	25,013.81	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	357,824.00	-357,824.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>135,668.71</u>	<u>357,824.00</u>	<u>-222,155.29</u>	<u>37.92%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	17,142.61	43,338.00	-26,195.39	39.56%
Total 69400 · TRANSFERS OUT	<u>17,142.61</u>	<u>43,338.00</u>	<u>-26,195.39</u>	<u>39.56%</u>
Total Expense	<u>188,618.79</u>	<u>461,234.00</u>	<u>-272,615.21</u>	<u>40.89%</u>
Net Ordinary Income	<u>-25,938.02</u>	<u>0.00</u>	<u>-25,938.02</u>	<u>100.0%</u>
Net Income	<u><u>-25,938.02</u></u>	<u><u>0.00</u></u>	<u><u>-25,938.02</u></u>	<u><u>100.0%</u></u>

April 2023 All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	8,000	8,000	0	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	7/31/2023	Open	9/15/2023	27,742	27,742	12,372	12,372	15,370	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	1,125	1,397
State of the River Synthesis Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	79,750	79,750	250	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	11,967	33
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	2,275	2,275	5,225	7,500	MA	5/15/21 & 1/31/2024	100% of funds at beginning of grant	6,379	1,783	4,596
Purge the Spurge Outreach	20100515	MMT	11/1/2020	12/31/2023	Open	1/31/2024	70,164	70,164	19,610	19,610	50,554	0	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	207	1,157
WRWMP IX	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138
WRWMP IX	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,324	28,430	28,430	-7,107	7,107	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,582	3
Purge the Spurge III	2023-36-016	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	0	1,875	1,875	-1,875	9,981	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	143	765
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	10,890	10,890	0	1,210	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.			0
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	14,889	14,889	14,889	0	0	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,353	0
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15

April 2023 All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,432	74,914	74,914	-1,482	51,568	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,786	4,578
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	99,999	99,999	-15,264	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	9,091	0
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	38,337	41,124	41,124	-2,788	7,630	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	3,708	471
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	126,569	126,569	126,569	0	113,346	DS	6/30/2028 and 6/30/2030		23,084	11,504	11,580
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
Total							966,963	712,726				254,237					64,388	27,786



Benton Soil and Water CONSERVATION DISTRICT

Date: April 30, 2023

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: April 2023 Monthly Report for June 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Prepared agenda and documents for May Equity Committee meeting. (3.8)
- Met with Long Tom Watershed Council staff and Joe Scott about Traditional Ecological Inquiry Program (TEIP). Followed up with board. (3.8)
- Developed agenda items for Oregon SWCD District Manager's Group meeting next month in Beaverton. (4.2)
- Revised FY24 District Workplan and met with staff on individual workplans. (5.3)
- Continuing to work with Sara on website and document accessibility. (3.9)
- Followed up with Paul Bilotta after S. Corvallis Urban Renewal District presentation. (4.1)
- Participated in downtown business survey for City of Corvallis. (4.1)
- Met with Jason Marshall and Brenda Sanchez of Marion SWCD to plan for two SkillBridge internships for retiring military veterans. (5.12)
- Met with conservations partners about next phase of Jackson Frazier Wetland restoration; created follow up task list. (1.4)
- Connected with NRCS staff about their staff changes. (4.1)
- Reviewed and revised draft strategic direction brochure that Sara created. (3.10)

FISCAL

- Finalized FY24 Budget LB forms with Michael. (5.10)
- Completed all other documents for Budget Committee packet (cover memo, agenda, BC roster, Budget Message, reviewed draft minutes from 2022 BC meeting). (5.10)
- Continued to help recruit student budget committee position. (5.10)
- Met with new Budget Committee Community Elector Charli Carrol. (5.10)
- Coordinating with Willamette Valley SWCD fiscal managers group.
- Began planning for FY23 audit. (5.1)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals,

monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)

- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL/TRAINING

- Began planning for staff team building session with facilitator. (5.2)
- At request of previous employee, provided several job references. (5.1)
- Had Zoom meeting about Workers Comp with WHA insurance staff. Followed up on payroll forms and work classes. (5.16)
- Continued to work with Candace on new HRA-VEBA benefit. (5.13)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.3)

BOARD/ORGANIZATIONAL

- Reviewed/revised draft minutes of 3/22/23 PFC meeting; attended brief PFC meeting on 4/10/23 before board meeting. (5.4)
- Had a check-in with Nate. (5.2)
- Attended April board meeting and began prep for next meeting. (5.3)

SAFETY/IT/RISK MANAGEMENT/MISC.

- Worked with Advantage Computing to address spam and phishing issues. (5.17)
- Worked with Michael on staff computer needs and order for new computers, monitors, and laptops. (5.17)
- Took a week off to take care of family.

Date: May 1, 2023
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for April 2023



Conservation Program Manager

- Three “check-in” meetings with Holly mainly focused on developing BSWCD budget. Also discussed computer needs for staff and other topics (5.2)
- Produced a complete draft of the BSWCD budget and assisted with the budget message (5.10)
- Attended info session on completing ODA Scope of Work for the next biennium (1.2)
- Worked with Donna and Teresa on a grant proposal for ODA Support Grant. This project would extend and expand our soil health work that Teresa has been doing under the NRCS TA grant. The 3 of us met with ODA staff twice in crafting this proposal (1.1, 4.8)
- Worked with Donna to draft an OWEB application for a stakeholder grant related to oak habitat in Benton County. The project would better assess the needs of oak woodland owners and we’d complete a mapping exercise to better understand acreage sizes of these ownerships (4.8, 1.4)
- Led 2 Conservation Program Team Meetings with Donna & Teresa. Mainly discussed ODA Support grant at these meetings (1.10, 4.8)
- Organized and attended a tour with the student chapter of the Forest Stewards Guild. The tour visited a site with Ed Easterling in the Oak Creek Watershed (3.1, 3.2, 4.1)
- Took part in a career Panel at the OSU Water in Community Conference. The panel was there to offer advice on getting jobs in the water conservation field (3.2)
- Met with Holly and staff from Long Tom Watershed Council about ways to support the [Traditional Ecological Inquiry program](#) (4.1, 3.8)
- Hired Althea Bocys as Seasonal Conservation Technician. Trained her in the field and in the office. Thanks to other staff for pitching in with interviews (Donna) and other staff for helping to orient her on her first day and get her set up on the computer, etc. Althea has already begun outreach to neighborhood associations and is helping prep for May 2 workshop (5.1, 4.7, 1.8)

Willamette Mainstem Cooperative

- Visited 3 sites with Dave McNabb, a contractor from California that is helping us to assess mechanical removal of Ludwigia at Willamette River Sites. Visited Collins Bay, Black Dog Landing, and Stewart Slough. While at Stewart Slough, I identified some outreach opportunities where we could spend some funds from a weed grant on ivy removal. (1.9)
- Met with several partners for our Willamette Aquatic Weeds grant to plan some river surveys days as well as volunteer paddle and pull events (1.9)

Invasive Species Program

- Presented to Benton County Roads crew about knapweed and how to treat it (4.5)
- Led a volunteer event near Lupine Meadows as part of our agreement with Benton County Public Works (4.5, 4.6, 3.2, 3.5)
- Surveyed 2 sites for oblong spurge in Corvallis (1.8)
- Walked Marys River Park in Philomath in preparation for the [Let’s Pull Together Event](#) on May 20. Worked with Sara to help prepare the outreach for that event. (4.4, 3.2, 3.5, 2.6)
- Walked Starker Arts Park pond trail to look for cape pondweed. Need to go look again. (1.9)

SOIL HEALTH (1.1, 1.2, 2.1, 2.5, 4.2, 4.5)

Ag Soil Health Meeting

May 4, 2023 – 11:00 AM to 1:30 PM

Long Timber Brewing

180 N 5th St, Monroe, OR

RSVP required! Includes lunch!

Catch up on the latest local soil health research!

- Assessing vole damage!
- Tile drainage and greenhouse gas emissions!
- Does residue removal impact soil carbon?
- Learn how soil management changes rain infiltration - a demonstration!!!



Photos to the right show three of the five management scenarios we will compare on May 4th: a forest floor (control), hazelnuts with vegetated alleys, and hazelnuts with bare alleys.

To prepare for the May 4th event, Theresa Brehm, NRCS Soil Conservationist, helped me collect 5 soil samples for the soil health trailer demonstration. Once we agreed on the comparisons that would interest Benton Co farmers, we selected fields with management scenarios that support the soil health lesson. The steps for collecting the demonstration samples are shown below from left to right: 1. Press tray into soil. 3. Dig around the tray edges. 4. Flip

over tray and shave off excess soil from bottom of sample. 5. Transfer soil to an empty tray while trying to keep the surface intact. The missing photo is Theresa carrying those HEAVY soil samples, sometimes a quarter mile, back to the car. THANK YOU, Theresa, for your invaluable assistance preparing the five samples and for agreeing to be the May 4th soil health demonstration presenter!!!! SOIL ROCKS!!



SOIL HEALTH (1.1, 1.2, 2.1, 2.5, 4.2, 4.5)

Soil Health Rapid Assessments

Soil health sampling and in-field assessments were completed in March, thanks to help from Judy Fleming, photo right.

Judy is an OSU post-bachelorette student studying soil science. Judy contacted me about an unpaid internship just in time to assist with the last of the SHRAT field work. Judy's help on two very wet, cold days at the end of March allowed me to achieve work objectives on schedule.

Judy plans to work on her GIS certificate next term so I connected her with BSWCD partners who may have GIS internships.



OWEB NRCS TA Grant fulfills the BSWCD 2022-2023 Work Plan

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Task 1.6 OWEB Technical Assistance Grant in partnership with NRCS:

Worked with 13 farmers	Developed draft NRCS case files
Pulled soil health samples and performed in-field assessments in 30 fields	Hosted two workshop/tours and tabled at Monroe Festival
Worked with 5 interns	Project management: tracked expenditures, submitted reports and payment requests
Facilitated 15 soil classification consultations	Final report draft, project completion June '23

OWEB TA Soil Health Grant Closeout

The remainder of the grant work includes the May 4 Soil Health Meeting, follow-up visits with 13 participating farmers to discuss soil health results, and submitting the OWEB final report.

Each farmer will receive a packet containing: field maps, lab and in-field assessment results, and a conservation narrative that associates findings with any cropping restraints. I have created a NRCS case file template that will contain helpful information about each field if landowners choose to apply for EQIP.

DATE	ACTIVITY
3/21	WVRLC video interview with Owen Dell
3/21	Urban conservation and NPP meeting
3/27	SHRATSH15 - 16
3/27	SH10 - 11 compaction discussion
3/30	NRCS Tangent Field Office - laptop
3/31	SHRAT SH1-3, SH12-13, SH18-19, SH 29-30
4/3	DEQ / ODA GWMA meeting
4/4	BSWCD planner meeting
4/4	NRCS BSWCD Quarterly meeting
4/10	WQ monitoring gear shuttle
4/10	ODA meeting
4/10	Board meeting
4/11	BSWCD Planner Meeting
4/14	ODEQ WQ data meeting
4/18	CommonPlace Farm seeding operation tour
4/20	Collect five soil health demo samples



Donna Schmitz
Resource Conservationist

SOW Task	Goals	April 1, 2023 April 30, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (2), Jackson-Frazier dam, conservation practices for mercury, invasives (2), landslide, streambank restoration .</p> <p>Site Visits:</p> <ul style="list-style-type: none"> -Wren-riparian/wetland restoration, invasives-will connect this summer about submitting an OWEB grant. * <i>J2E River to Ridge Diversity Project:</i> coordination with project manager for tree order next year. * <i>Mitchell Oak and Savanna Restoration Project:</i> Placed order for seeds/bulbs and grasses for next fall planting. * <i>Upper Muddy Creek Strategic Implementation Area:</i> Met with OSU Extension and Sara to coordinate a septic and well water webinar tentatively scheduled for May17th at 6pm. Developed contract with MRWC for monitoring. Requested funds from OWEB. Worked with Edge Analytical to set up a BSWCD account to see invoices. <ul style="list-style-type: none"> o Submitted small grant for paddock and French drain for horse barn along Hammer Creek. Responded to team questions. * CREP-Submitted letter to FSA on reasons for nursery shortage of plants last year for Alsea landowner.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Oak Restoration. Working with Michael on oak restoration OWEB stakeholder grant to engage landowners in oak restoration (due May 1st) * Worked with Teresa and Michael on ODA Water Quality support grant for Soil Health. Met with ODA twice for guidance (due May 3rd.) * Attended meeting with DEQ and ODA about monitoring project in the GWMA (now outside Benton county) * Attended bi-monthly meeting with NRCS. * Reviewed OWEB small grant application. * Reviewed Marys River Watershed Council Beaver habitat proposal * Submitted SOW and capacity grant funds tracking to ODA.
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Working on 23-25 Scope of Work hours and tasks for capacity grant submission. * Attended the ODA capacity grant funds Q&A * Worked on the BSWCD Annual Work plan. * Assisted Michael with Conservation Technician interviews. * Attended Staff Meetings. Presented safety topic on hydroplaning. * Attended planner meetings. * Attended board meeting. Attended PFC meeting. * Attended NRCS small farms webinar * Attended Herbert Farm Natural Area webinar

APRIL REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH

- We have several workshops and public events coming up next month:
 - [Know Your Weeds Workshop: May 2nd \(Michael\)](#)
 - [Ag Soil Health Meeting: May 4th \(Teresa\)](#)
 - [Septic and Well Water seminar: May 17th \(Donna\)](#)
 - [Let's Pull Together: May 20th](#)
- Planning a series of 3 "Twilight Tours" of local conservation projects - evening weeknight tours one each in June, July, and August. More details coming soon.



KNOW YOUR WEEDS
COMMUNITY WORKSHOP

BENTON SOIL AND WATER CONSERVATION DISTRICT

MAY 2ND
6-7:30PM
CORVALLIS COMMUNITY CENTER

Learn about some of our "Most Wanted" local weeds, how to identify them, and how to remove them in your own backyard.

ENGLISH IVY
OBLONG SPURGE
ITALIAN ARUM

FREE AND OPEN TO ALL!
REGISTER BY APRIL 25
AT BENTONSWCD.ORG



Let's Pull Together
COMMUNITY WEED PULL DAY

SATURDAY, MAY 20TH
8am-12pm (time varies by site)

Join us to remove harmful invasive weeds in Benton County natural areas!

Choose your favorite site:
Marys River Park | Witham Hill Natural Area |
Takena Landing | Marys Peak | Peavy Arboretum

Find more info and register at bentonswcd.org



Rural Living Webinar Series:
DRINKING WELLS AND SEPTIC SYSTEMS

WEBINAR
WEDS, MAY 17
6:00-7:30PM

Learn about drinking water well and septic system maintenance including contaminants, testing, and how to protect the health of your family and animals. We will cover preventative maintenance practices and effective solutions for problems, including answers to common questions.

REGISTER AT
bentonswcd.org

PROFESSIONAL DEVELOPMENT

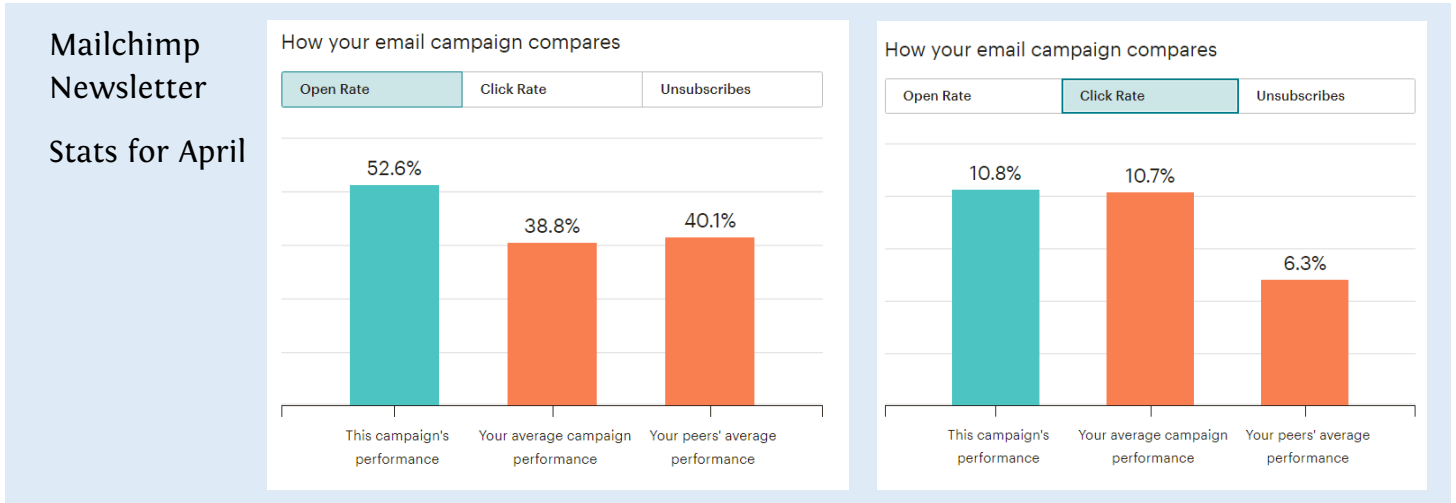
- The CEOC (Conservation Education and Outreach Collaborative) group I belong to hosted a Graphic Design Fundamentals training. I learned some great tips and tricks and some surprising facts:
 - On average website users only read 20%-28% of page content - being concise and attention-grabbing is key!
 - A design should have at least 50% white space for the viewer to better absorb the content
 - A good rule of thumb for determining how legible a font is if it can be read upside down
 - Serif fonts are more traditional/formal, while San Serif fonts are more modern/casual

COMMUNICATIONS

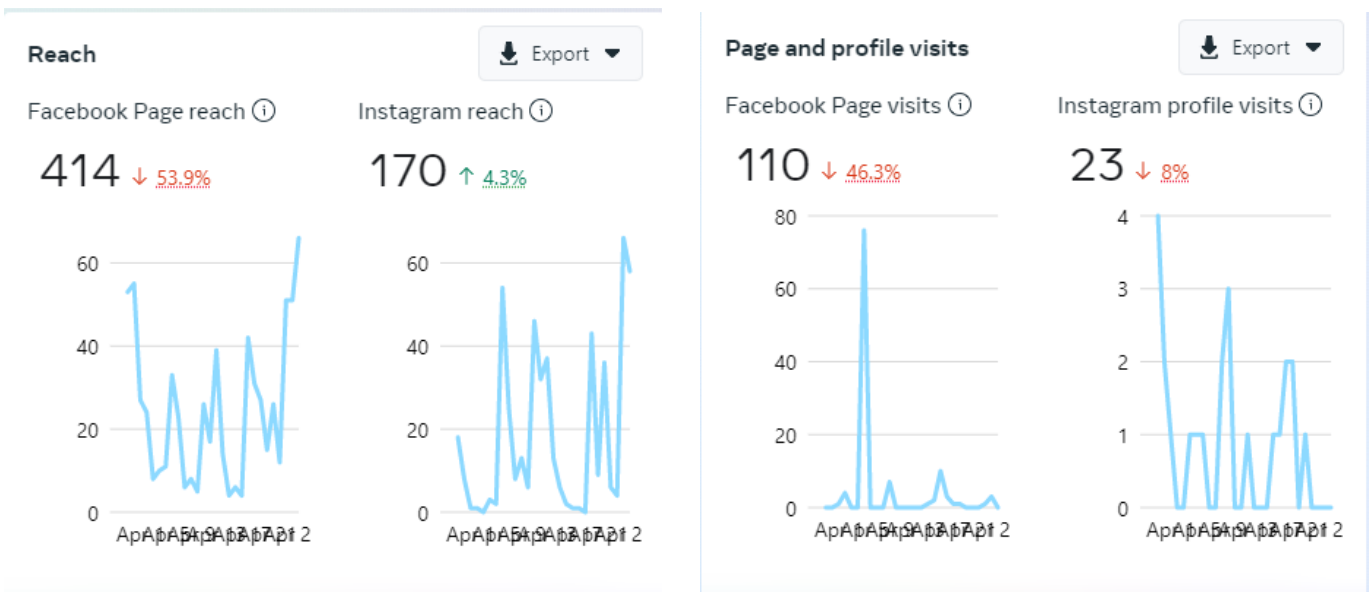
- [April Newsletter](#) sent on April 13. Featured items:
 - Xerces pollinator kits for community lands (287 clicks)
 - Calendar of upcoming outreach events (61 clicks)
 - Know Your Weeds workshop (46 clicks)
 - National Native Plant Month - why natives are important (35 clicks)
 - Link to website user survey (26 clicks)

APRIL REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator



- Social media:
 - 9 Facebook posts, 9 Instagram posts. Best performing posts:
 - Know Your Weeds workshop ad (reach=109)
 - Happy Native Plants Month, with "why natives matter" poster (reach=103)
 - Story and link for new YouTube video, "Water Quality Monitoring on Upper Muddy Creek" (reach=89) - This post was also featured by OWEB on their Facebook page!
 - Social Media performance for March 30-April 26, compared to March 1-29. NOTE: I'm not sure why our reach and page visits have been going down the last couple of months despite consistent posting. I'm investigating this.



- YouTube: [New video posted - "Water Quality Monitoring in Upper Muddy Creek](#) - Learn how Benton SWCD works with partners and landowners to monitor watershed health in Benton County."



Benton Soil and Water
CONSERVATION DISTRICT

APRIL REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

WEBSITE

- After speaking extensively with Streamline Web Management and getting a demo of their platform, we will be migrating our website to Streamline in July. Streamline is a company that works exclusively with special districts, and their platform has all necessary ADA accommodations built in. This will save me considerable time and effort. It also has a number of other tools that will be useful and save the District time and money. [Learn more about Streamline here.](#)
- In preparation for this change, I have been reviewing our website and collecting feedback from staff and the public about our current website and ways we can improve. I'm working on a new "map" for how the information and pages will be organized. Please let me know if you have feedback to share!

Date: April 28, 2023
To: Benton SWCD Directors
From: Candace Mackey, Operations Coordinator Re:
April Report for May 2023 Board Packet



Operations Management

- Collected quotes and scheduled office carpet cleaning
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Updated Board Packet instruction manual
- Researched and assembled required staff fire extinguisher training program
- Distributed approved and issued vendor payments, and educational grant payments
- Continued updating Operations Manual
- Updated Dues, Subscriptions, Fees spreadsheet for FY23-24 Budget
- Ordered office supplies

Organizational Support

- Health & Safety/Risk Management: Completed draft plan for employee yearly required training and optional trainings
- Met with WHA and reviewed HRA Veba documentation and requirements
- Board Support: Completed April draft minutes, sent out approved March 2023 minutes to required parties, assembled monthly meeting packet.
- Board Support: Book physical location for Budget Committee Meeting
- Board Support: Ordered food for Budget Committee Meeting
- Board Support: Oath of Office drafted, signed, collected and sent to ODA
- Board Support: Final PFC minutes distributed and sent to required partners
- Legal noticing for Budget Committee Meeting
- Draft HR Veba Resolution
- Processed budget resolutions for 2 new grants approved
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

Capacity Building

- Attended First Thursday Webinar: Exploring SDAO Member Benefits - Pre-Loss & Consulting Services
- Registered for PLO Webinar in May
- Viewed SDIS "ADA Website Best Practices" Webinar
- Registered for First Thursday Webinar: Exploring SDAO Member Benefits - Vector Solutions Training
- Review yearly individual Work Plan
- Refine Strategic Plan Measurable Goals and Objectives
- Research automation programs for accounts payable



Benton Soil and Water CONSERVATION DISTRICT

Date: May 31, 2023
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: May 2023 Monthly Report for June 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Provided Michael with background information on the District's leadership role in mainstem Willamette River restoration (2012-2021) prior to his May 15th presentation for Portland State University's Executive Seminar Program: From Mitigation to Stewardship. (4.2)
- Attended webinar about Owens Farm/Jackson Frazier Wetland complex plans for future restoration and E&O with City of Corvallis and partners. (4.1)
- Communicated several times with Andrea Kreiner, new Executive Director of OACD, and set up summer meeting. (4.2)
- Met in Beaverton with District Managers and Executive Directors of a dozen Willamette Valley SWCDs to network, mentor, and increase collaboration. (4.2)
- Made final revisions to FY24 District Workplan. (5.3)
- Made final revisions to Strategic Plan Measurable Objectives for last quarterly review in current fiscal year. (5.3)
- Continued Jackson Frazier Wetland restoration partnership connections. (1.4)
- Facilitated BSWCD Equity Committee meeting, created agenda, took minutes, developed documents for review by committee. (3.8)

FISCAL

- Held FY24 Budget Committee meeting on May 8. Presented Budget Message with Michael. Completed budget follow up (committee emails, LB form updates including creation of LB-1 Budget Hearing Notice and budget summary. (5.10)
- Prepared for June 12 Budget Hearing/board meeting (developed agenda, Appropriation Resolution to adopt budget, Resolution for GASB 87 for lease payments, HRA-VEBA Resolution review). (5.10)
- Met with Jenny, staff, and reps from Bill.com and AvidXchange about AP software to increase efficiency in our fiscal procedures. (5.7)
- Continued planning for FY23 audit. Field work is set for August 10 and 11. (5.1)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, (monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)

- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL/TRAINING

- Addressed VALIC account changes for previous employee at their request. (5.13)
- Reviewed alternative health benefits cost packages from Pacific Source, HealthNet, United Health Care, Providence, Moda, and Regence to ensure we were choosing the best plan for employees. (5.13)
- Signed Health Benefits Census for FY24 benefit through Regence. (5.13)
- Completed Workers Comp Notice of Election for SAIF. (5.16)
- Signed Group Service Agreement for SDAO. (5.16)
- Sent Strengths survey results to staff retreat facilitator. (5.1)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.3)

BOARD/ORGANIZATIONAL

- Coordinating with Willamette Valley SWCD group to get our board chairs together for an August meeting. (5.1)
- Prepared for June 12th meeting. (5.3)

SAFETY/IT/RISK MANAGEMENT/MISC.

- Presented a Safety Topic on tips for safe driving from the Benton County Sheriff's office. (5.16)

Date: June 2, 2023

To: Benton SWCD Directors

From: Michael Ahr

Re: Staff Report for May 2023



Conservation Program Manager

- Three “check-in” meetings with Holly mainly focused on purchasing computers, end of year budgets, Diversity, Equity, and Inclusion (5.2)
- Attended and helped present at Budget Committee Meeting (5.10)
- Met individually with Donna and Teresa about work planning, budgets, and finalizing ODA Scope of Work (4.11, 5.2)
- Submitted 2 grant requests. Worked with Donna and Teresa on a grant proposal for ODA Support Grant (\$42,924). This project would extend and expand our soil health work that Teresa has been doing under the NRCS TA grant. The 2nd grant is a stakeholder engagement request to OWEB (\$34,130) to help us outreach and assess oak habitat and ownership in Benton County (1.1, 1.4, 4.8)
- Led a Conservation Program Team Meeting with Donna & Teresa. Mainly discussed ODA Support grant and Scope of Work Planning (1.10, 4.8)
- Listened to the statewide ODA Strategic Implementation Area (SIA) quarterly check in (1.7)
- Attended Diversity, Equity, Inclusion, and Justice Committee meeting. We had not had a meeting in a long time, and this meeting brought the new group together: Sara, Michael, Holly, Henry Storch, and David Barron (3.8)
- Led a short tour at MLK Park in NW Corvallis with Leadership Corvallis group. I talked about resource concerns at the wildland-urban interface (3.2, 4.1)

Willamette Mainstem Cooperative

- Presented about the work of the Willamette Mainstem Cooperative to the Portland State University Executive Leadership Seminar. This group was doing a case study on the Willamette River and stayed in Corvallis for a week. We talked about our restoration work, grant/fundraising, and importance of SWCDs engaging in the Willamette River (4.1, 4.2, 4.10)
- Met with US Geological Survey (USGS) staff to discuss 3 grants that we’re aiming to finish over the next 10 months (1.9)
- Visited Collins Bay to take photos for final grant report (1.9)

Invasive Species Program

- Worked many hours with Althea Bocys (Seasonal Conservation Technician) on site visits to oblong spurge locations, outreach through mailing and emails, and in office trainings on BSWCD procedures. (5.1, 4.7, 1.8)
- More than 300 postcards were mailed to homeowners/landowners with invasive weeds in Benton County. We’re trying to get people with oblong spurge to call us and learn about controlling this weed. Althea has pulled oblong spurge at 5 locations. Herbicide treatment has occurred (with a contractor) at 2 oblong spurge locations. We’re also reaching out to people with ivy on their property near the Willamette River. In June, we’ll hire a contractor to cut ivy off of hundreds of trees along the Willamette River and Stewart Slough. I spent most of a day visiting 8 potential ivy control sites and meeting the landowners/farmers (1.8, 1.9)

- Led invasive weed workshop at the Corvallis Community Center on May 2 with 20 homeowners who learned about weeds that invade our local yards. Thanks to Althea, Teresa, and Sara for helping with this workshop (3.1)
- Helped organize, and lead, the Let's Pull Together event on May 20. This event occurred at 5 sites: Tadena Landing, Marys River Park, Witham Hill Natural Area, Peavy Arboretum, and Marys Peak. More than 30 people volunteered at the various sites pulling noxious weeds! (3.2, 4.4, 4.6)

Miscellaneous

- Met with Gladwin Joseph at the Conservation Biology Institute to hear about a seed tracker tool they're developing for NRCS. I was able to help give some perspective from working with landowners on NRCS programs (4.1)
- Attended Woodland Fish and Wildlife Group meeting. This group meets twice a year and works on publications for woodland owners who wish to manage for wildlife on their land (3.10)



Volunteers at Marys River Park, part of Let's Pull Together, May 20, 2023

Teresa Matteson - Staff Report
April 21 to May 20, 2023

Strategic Direction goal and strategy addressed by each project indicated in parenthesis, e.g., (1.1, 2.4)



SOIL HEALTH (1.1, 1.2, 2.1, 2.5, 4.2, 4.5)



We packed Monroe's Long Timber Brewing Company conference room on May 4, 2023 during the Ag Soil Health Meeting. There was a nice mix of 35 partner representatives in the audience: 14 farmers, 4 researchers, 6 agency, 5 BSWCD, 4 students, 2 field reps. Farmers attended who I did not know!!! Thank you Jerry Paul and Eliza Mason for representing BSWCD Board at the event.

Right: Theresa Brehm, NRCS Soil Conservationist, showcased how vegetation management impacts the soil's response to heavy rainfall.

Below: With a simulated downpour, she compared erosion and infiltration from five Chehalis silty clay loam management scenarios: established tall fescue, 2022 beans to failed tall fescue, native forest, grassed hazelnut alley, and bare hazelnut alley.

Both bare soils showed significant erosion. Water infiltrated into the vegetated soils.

It was encouraging that most participants stayed for the outdoor presentation. Within three hours of the event, two farmers contacted me about (1) hazelnut alley management and (2) another event where the audience would benefit from the Managing for Soil Health demonstration.



DATE	ACTIVITY
4/21	Prep and manage five soil health demo samples
4/28	ODA Support Grant meeting
5/2	Invasive Weed Workshop - set up clean up
5/4	Ag Soil Health Meeting (35)
5/8	Budget Committee Meeting
5/8	UMC SIA WQ monitoring supplies transfer
5/15	Soil Health Data analysis with interns
5/18	SH Intern Adam Thomas CUE presentation





United States
Department of
Agriculture

Natural Resources Conservation Service



Benton Soil and Water
CONSERVATION DISTRICT

FREE!!

Ag Soil Health Meeting

Catch up on the latest local soil health research!

May 4, 2023 11 AM - 1:30 PM

Long Timber Brewing

180 N 5th St, Monroe, OR

RSVP required! Includes lunch!

<https://bentonswcd.org/ag-soil-health-meeting/>

**Christy Tanner, OSU Extension
South Valley Field Crops**

*Assessing vole damage in grass seed fields with
aerial imagery*

**Jen Moore, Ph.D., Research Soil Scientist
Forage Seed and Cereal Research
USDA Ag Research Service**

*Tile drainage and greenhouse gas emissions:
preliminary results in a ryegrass field*

**Kristin Trippe, Ph.D., Research Microbiologist
Forage Seed and Cereal Research
USDA Ag Research Service**

*How does residue removal impact carbon stocks
in Willamette Valley Seed crops?*

**Theresa Brehm
Soil Conservationist
USDA-NRCS**

Managing for Soil Health

**FOR MORE INFORMATION 541-840-3616
tmatteson@bentonswcd.org**





Donna Schmitz
Resource Conservationist

SOW Task	Goals	May 1, 2023 to May 31, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (1), invasives (2), pasture management, wetland regulatory contacts, native plants, well water exempt use.</p> <p>Site Visits: <i>-Highland Place:</i> erosion from drainage pipe. Contacted Benton Co. Public Works because it involved the right of way. They will address it with the landowner.</p> <p>Projects: <i>Oak Creek:</i> Oak woodlands/Savannah and ash riparian habitats. Institute for Applied Ecology has a grant to help prairie restoration, landowner to sign up for NRCS EQIP funds. <i>Harmon Place:</i> Riparian restoration along Frazier Creek. Referred landowner to Farm Service Agency for signup for Conservation Reserve Enhancement Program. <i>Oak Creek:</i> Riparian restoration and culvert fish passage problem. Working with Marys River Watershed Council.</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> coordination with project manager for upcoming spot spraying and moisture conservation of planted materials. Contract written for contractor. * <i>Mitchell Oak and Savanna Restoration Project:</i> Met with contractor to verify installation of two watering facilities. First request for funds. * <i>Upper Muddy Creek Strategic Implementation Area:</i> collaborated with OSU Extension and Sara to present a septic and well water webinar. <ul style="list-style-type: none"> o OWEB small grant for paddock and French drain for horse barn along Hammer Creek under OWEB review o Attended ODA SIA webinar on updates.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Oak Restoration. Worked with Michael on oak restoration OWEB stakeholder grant to engage landowners in oak restoration and submitted May 1. Met with Michael to coordinate presentation to OWEB review team. * Worked with Teresa and Michael on ODA Water Quality support grant for Soil Health and it was submitted May 3rd. * Reviewed two OWEB small grant applications. * Researched bulbs for plant sale
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Developed budget and Scope of Work and submitted 2023-25 BSWCD capacity funds grant application and two years of District documents (audits, annual meeting notices and reports, work plans, etc.) to OWEB. * Worked on the BSWCD Annual Work plan. * Updated measurable objectives on Strategic Plan. * Attended Staff Meetings, planner meetings.

Mitchell Oak Woodland and Savanna Restoration



2021-Prior to oak thinning



7/2022-After oak thinning.

Horse Island for Clean Water Project Completion



Before: A muddy, manure mess.



After: Project completion with hard rock surface area, gutters and new paddock fencing

Live Oak Drive site visit with landowner, NRCS, Institute for Applied Ecology and US Fish and Wildlife. IAE secured OWEB grant for prairie restoration. NRCS EQIP funds will be accessed for oak restoration. Discussion included potential funds for wildland/urban interface fire preparedness project funds to help fund thinning of oaks and removal of brush.



MAY REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH (Goals 2.5, 4.5)

- May outreach events included:
 - "Know Your Weeds" community workshop - 22 participants
 - Natural Resource Day for Leadership Corvallis - 16 participants
 - Drinking Well and Septic System webinar - 39 participants (partnership with OSU Extension)
 - Let's Pull Together events - about 25 total participants across 5 sites (partnership with Albany and Corvallis Parks and Recreation, Marys River Watershed Council, Institute for Applied Ecology, OSU College of Forestry, and Benton County Cooperative Weed Management Area)



Michael presenting at the Know Your Weeds workshop, where we also included a table of live plant samples for participants to study



Leadership Corvallis participants on Natural Resources Day, where they got a behind-the-scenes tour at Gathering Together Farms and an educational guided walk from Michael at MLK Jr. Park. Participants also visited Stahlbush Island Farms and toured their sustainable production facilities.

MAY REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator



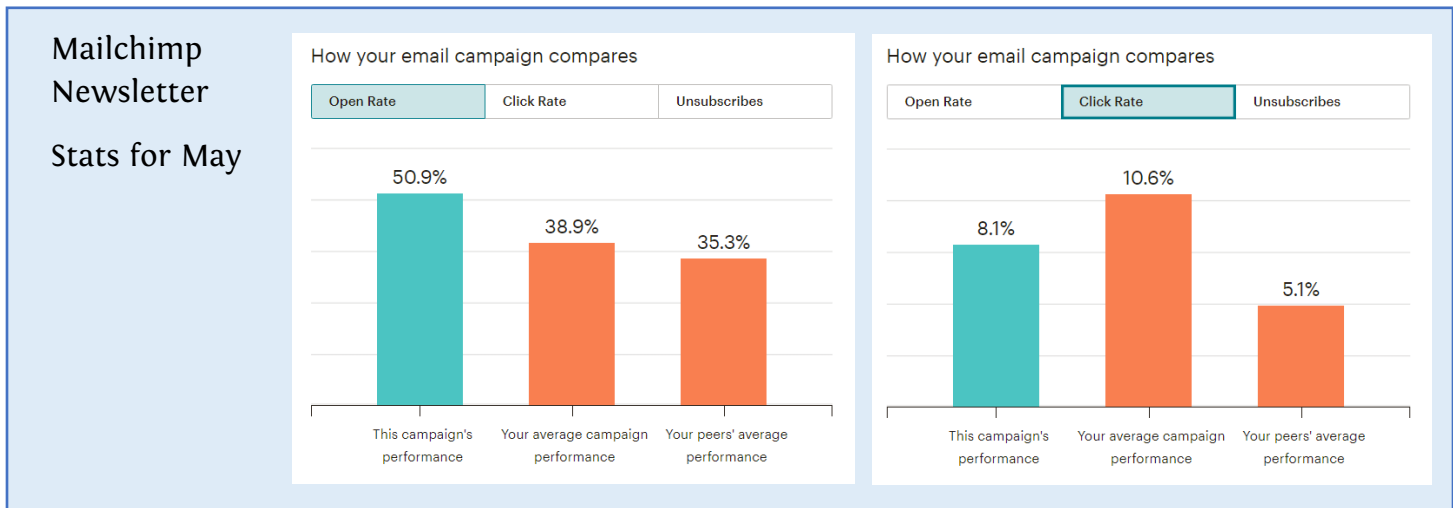
Let's Pull Together 2023: Participants at Marys River Park (left) and an area newly cleared of ivy at Takena Landing (right).

DEVELOPMENT

- o Attended first meeting of our new Diversity, Equity Inclusion, and Justice (DEIJ) Committee on 5/3. **(Goal 5.1)**

COMMUNICATIONS (Goal 3.4)

- **May Newsletter** sent on May 10. Featured items:
 - o Summer Twilight Tours (67 clicks)
 - o IAE Native Seed Production Tour (55 clicks)
 - o Upcoming webinar: Drinking Wells and Septic Systems (41 clicks)
 - o Let's Pull Together site signups (32 clicks)



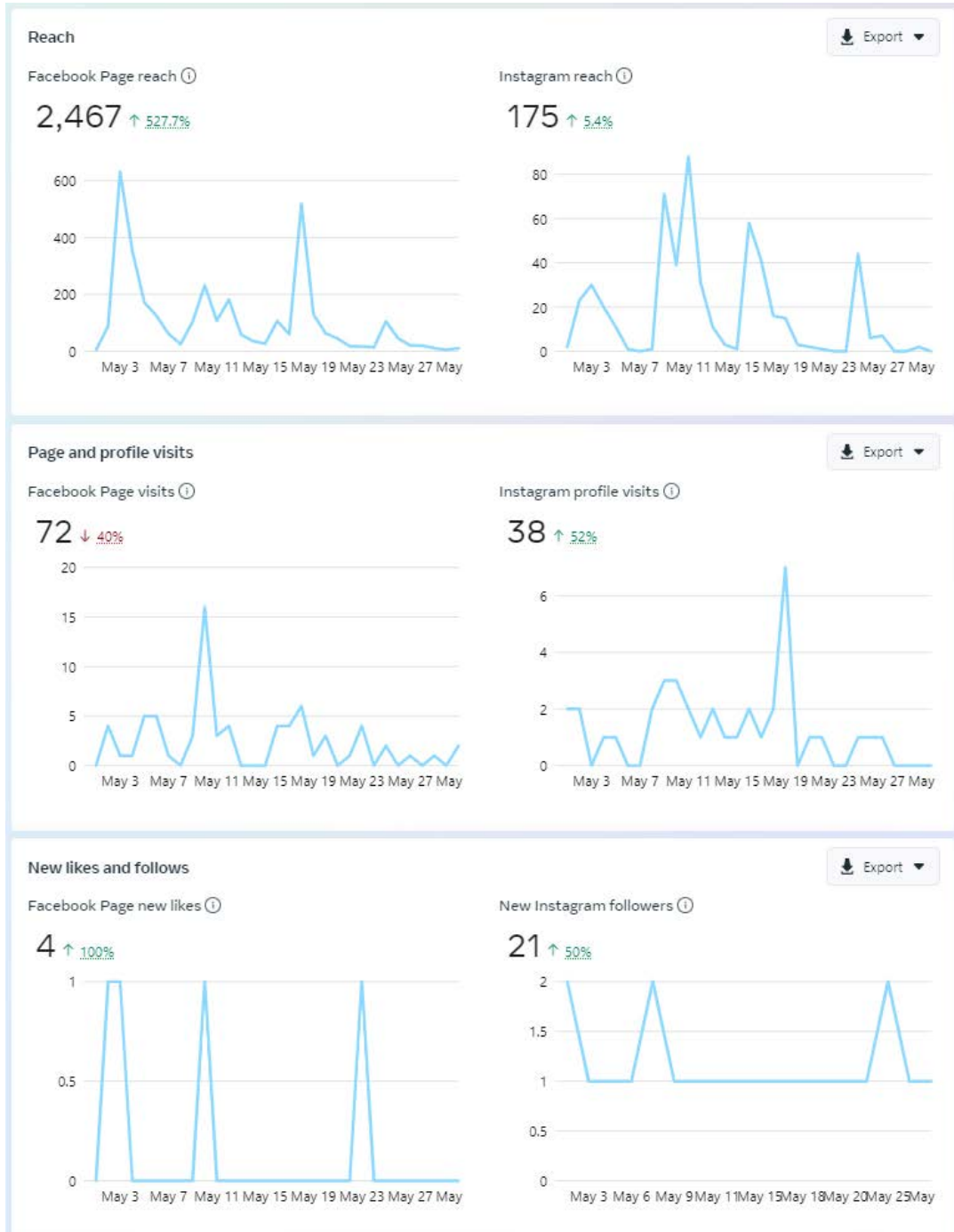
- **Social media:**



MAY REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

- o 11 Facebook posts, 9 Instagram posts. Best performing posts:
 - Plug for Master Gardener Plant Sale (reach=1,339)
 - Native Spring wildflowers photo feature (reach=789)
 - Let's Pull Together info and flyer (reach=392)
 - Plug for IAE native seed production tour (reach=203)
- o Social Media performance for May compared to April:





MAY REPORT FOR JUNE 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

COMMUNICATIONS PLAN (Goal 3.1)

- Currently working on a Strategic Communications Plan for BSWCD. This document will help to guide and inform both myself and our entire staff as we develop projects and programs related to education, outreach, and public service.
- The Strategic Communications Plan will include the components listed below, subject to BSWCD Board review and revision.

2023 STRATEGIC COMMUNICATIONS PLAN: PROPOSED TABLE OF CONTENTS	
SECTION TITLE	CONTENTS
Connections to 2022-2027 Strategic Direction	Listing of related SP Goals and how this document will aim to meet them.
Organizational Positioning Statement	Discussion of Benton SWCD services, responsibilities, and purpose
Primary Objectives and Expected Outcomes	Concise lists based on SP Goals and our mission, which will be evaluated by the Benchmarks for Success
Connections to DEIJ	Description of Benton SWCD’s ongoing DEIJ journey, and strategies to achieve equity goals in our communications
Target Audiences: Profiles and Demographics	General Benton County demographics and a description of each of our targeted audiences, including general characteristics, knowledge, attitudes and behaviors, barriers to engagement, strategies for engagement, and desired actions
Communication Platforms	Specific goals, frequency of use, and key practices for each of our main platforms: website, blog, e-news, social media, youtube, and outreach events
Messaging	A proposed list of topics and themes to focus on within our communications.
Timeline	Key dates for communications and evaluation over the next two years
Benchmarks for Success	How we will measure our impact, including baselines, intermediary and end goals, and metrics

WEBSITE (Goals 3.3, 3.6)

- Currently working on website reorganization plan in preparation for the migration to our new platform, Streamline, in July. Please let me know any feedback or suggestions you have for the website before July 1.
- I conducted a survey via our MailChimp newsletter to collect feedback from our audience about website useage and needs. The results are summarized on the following pages.

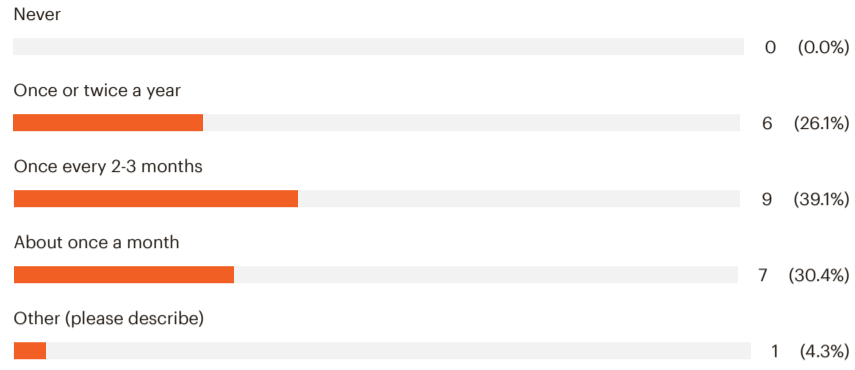
Benton SWCD Website Survey

All Responses

Question 1: How often do you access the Benton SWCD website? Visit the Benton SWCD website. On a scale of 1-10, how often do you visit the site?

Question 1 has 23 answers (Radio Buttons)

“How often do you access the Benton SWCD website?”

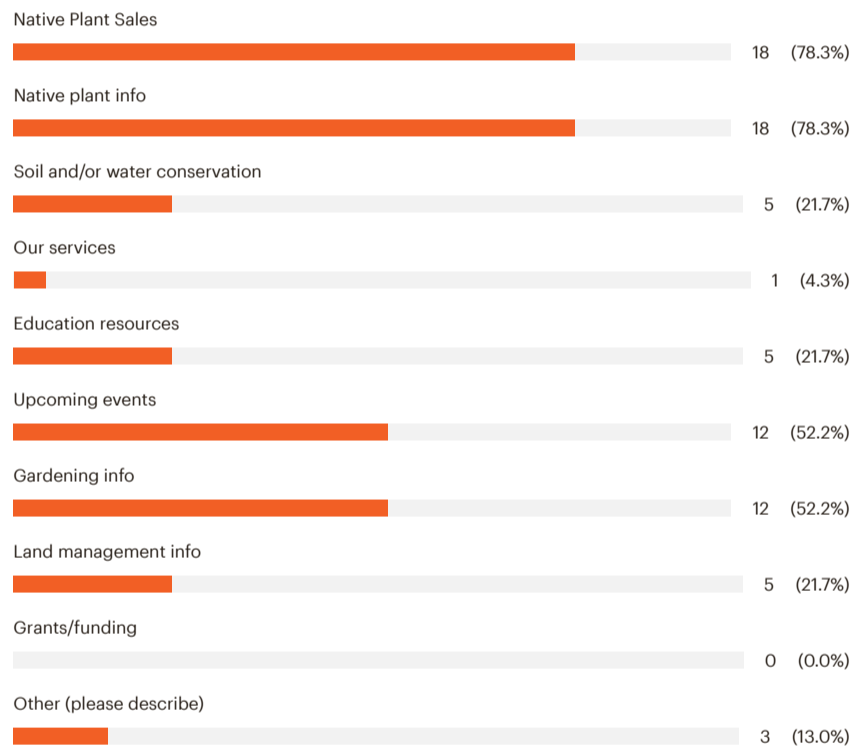


Open text responses to "other":

heathk106@gmail.com said:
"A few times a week at least"

Question 2 has 23 answers (Checkboxes)

“When you visit the Benton SWCD website, what kind of information are you looking for? (check all that apply)”



Open text responses to "other":

heathk106@gmail.com said:
"Invasive plant info, blog posts "

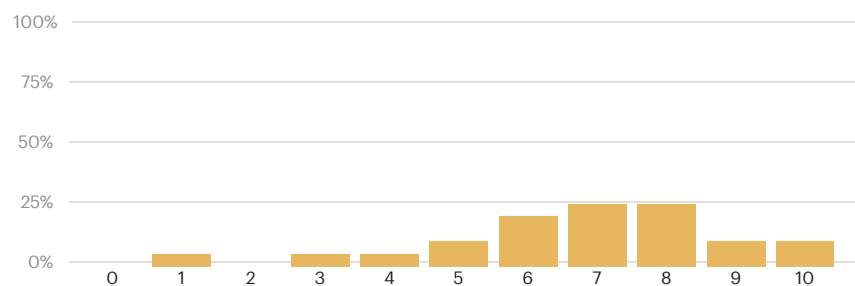
sandy.riverman@comcast.net said:
"field trips!"

Jerry Paul said:
"information on native pollinator's and their relationship to native plants. also attracting and caring for native pollinator's"

Question 3 has 23 answers (Range) Avg rating: 6.7



“On a scale of 1-10, how easy is it for you to find the information you need on the Benton SWCD website?”



Question 4 has 12 answers (Open Text)

“What kinds of information or resources would you like to see added to the Benton SWCD website?”

heathk106@gmail.com said:

"Short how to videos"

[Marjorie Kinch](#) said:

"More of the same including invasive species information and how to reduce numbers of them; even including things like horsetails."

mikejohnson@peak.org said:

"Grant availability"

[Louise Zeringue](#) said:

"More online presentations "

farenc@gmail.com said:

"Long term care instructions (pruning, etc) and companion planting/plant guilds education. I apologize if these may already be on the current website that I may not have seen previously."

[Unknown contact](#) said:

"An engaging landing page. An easier way to add events to my calendar."

[Louise Zeringue](#) said:

"native plant nurseries in the area."

sandy.riverman@comcast.net said:

"Invasive species info. I cannot attend the talk on May 2nd and really want to know this information."

[Chris Mullin](#) said:

"Bird and pollinator help for Benton county"

[Unknown contact](#) said:

"Native plant bloom chart, where to buy Willamette Valley natives beyond the SWCD sale, links to Oregon Flora and other local resources and research"

natives@willamettegardens.com said:

"Native Plant Nursery Guides, Places to see native plantings in Corvallis"

[Jennifer Luft](#) said:

"I'm happy w/ what's there already "

Question 5 has 8 answers (Open Text)

“Do you have any additional comments or suggestions to share about the Benton SWCD website?”

heathk106@gmail.com said:

"Make two-level drop down menus and try to keep everything within two clicks of arriving on site."

[Marjorie Kinch](#) said:

"No. I feel as though you do an amazing job!
"

[Unknown contact](#) said:

"It is much better than it was before. Thanks for the pretty update."

farenc@gmail.com said:

"I think the current website is already pretty great! You're lightyears ahead of other SWCD entities in Oregon."

Unknown contact said:

"The first thing people see on the home page should succinctly state what the BSWCD is and does. The current "growing relationships" banner is not helpful. Links to major services offered should be very obvious. Less scrolling to find things - the front page is currently too long, which can be a problem on smaller devices."

Unknown contact said:

"I think the headers are great!"

Unknown contact said:

"Appreciate when u update/make it easier as I am not tech savvy."

Jennifer Luft said:

"I love the site"

Question 6 has 16 answers (Open Text)

“Please share your name and email address if you’d like to be entered to receive a FREE packet of native seeds! (optional)”

Melissa Armstrong said:

"Indiespaprika9@gmail.com"

Marjorie Kinch said:

"Marjorie Kinch
suncatcher100@comcast.net"

Unknown contact said:

"Mary Ann Carr
cox carr2@peak.org"

Louise Zeringue said:

"lzingue@hotmail.com
Louise Zeringue "

farenc@gmail.com said:

"Faren Leader, farenc@gmail.com"

Unknown contact said:

"Henry Pitts, phpitts7@gmail.com"

R Foster said:

"Taryn Gibbs
Taryng.michelle@gmail.com "

Louise Zeringue said:

"Louise Zeringue
lzingue@hotmail.com"

noel213@yahoo.com said:

"Rachel Bottemiller
Noel213@yahoo.com "

Leon Dunham said:

"Leon Dunham. Lionstouch92@gmail.com"

sandy.riverman@comcast.net said:

"Sandy Riverman
Sandy.Riverman@gmail.com"

Unknown contact said:

"Mary Ann Carr cox carr2@peak.org"

Chris Mullin said:

"crunchytoast8@gmail.com"

[Jane Schneider](#) said:
"Jane Schneider
schneiderjane0@gmail.com"

natives@willamettegardens.com said:
"Esther McEvoy 3290 SW Willamette Avenue, Corvallis,Oregon 97333"

[Jennifer Luft](#) said:
"Jennifer, jgluft@comcast.net"

Date: May 31, 2023
To: Benton SWCD Directors
From: Candace Mackey, Operations Coordinator
Re: May Report for June 2023 Board Packet



Operations Management

- Office carpet cleaning complete
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Researched and assessed possible AP Automation systems, set up review
- Distributed approved and issued vendor payments, and educational grant payments
- Continued updating Operations Manual
- Updated Safety Meeting physical notebook
- Updated Budget Process physical notebook according to document retention requirements
- Completed insurance census and distributed new FY cost sheet to employees
- Ordered office supplies

Organizational Support

- Completed HRA Veba Resolution, documentation and requirements
- Board Support: Completed May BCM draft minutes,
- Board Support: Assembled Budget Committee Meeting Packets
- Board Support: Attended and took minutes for Budget Committee Meeting
- Board Support: Completed Budget Document Update for adopted budget
- Board Support: Drafted BCM Minutes for 23-24 approval
- Legal noticing for Budget Hearing
- Notice for monthly board meeting
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

Capacity Building

- Attended Paid Leave Oregon Webinar Training
- Attended SDAO HR Regional Training
- Attended First Thursday Webinar: Exploring SDAO Member Benefits - Vector Solutions Training
- Completed yearly individual Work Plan, updated org Work Plan
- Completed Strategic Plan Measurable Goals and Objectives
- Complete Gallup Clifton Strength Assessment in preparation for July Team Building event
- Brainstormed with Sara Roberts re: Website layout and needs

2023-24 Annual Work Plan - Benton SWCD

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Task #	Task	Staff position					
		<i>(Percentages in the columns below show an approximate percentage of time that each position spends on the listed task)</i>					
		RC I	RC II	NRCPM	OC	ED	CCEC
1.1	Soil Health Program Offer soil testing in Benton County; Conduct 5 or more site visits to record landowner resource concerns related to soil health; Follow up visit with soil test results; WVRLC and other urban soil education and outreach	14%		1%			
1.2	ODA Scope of Work Provide technical assistance to landowners: <ul style="list-style-type: none"> • Fifty water quality technical assistance contacts through telephone inquiries, office visits. Track landowner contacts per resource concern. • Forty site visits for WQ technical assistance and promote federal farm programs, AWQMP, GWMA TMDL implementation, Pollution Abatement and Riparian Tax Credit, etc. • Work with four landowners (site visits, evaluating resource concerns and project funding opportunities, secure funding for 2 OWEB small grants and 2 BSWCD CIP funds to resolve agricultural water quality concerns. • Attend compliance site visits with ODA and follow-up • Project management/inspection/verification not covered in other grant agreements • Conservation practices and acres implemented through USDA federal farm programs documented. • Ag Water Quality On-The-Ground Practices Implemented (Outputs) • Communication among staff for reporting and collaboration <i>(These hours are paid through a grant from ODA)</i>	14%	26%	2%			
1.3	Technical Assistance and Workgroup Participation: related to oak/prairie/forest restoration, pollinator habitat, urban water quality, and other habitat issues	2%	17%	1%			

FY23 Annual Work Plan - Benton SWCD

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
1.4	<p>Program Strategy and Development: Pursue growth in Strategic directions: Work with staff to continue integrating climate change into our programs and plans. Work on Equity, Diversity, Inclusion, and Justice (EDIJ) integration into programs and partnerships. Focus on specific programs and projects and better define individual workplans. Make progress on building new programs and expanding some existing programs (wildfire risk reduction, oak habitat, urban, and others)</p>	1%	2%	8%	1%	7%	
1.5	<p>NRCS Conservation Plan certification: Complete plan; achieve certified planner status; update NRCS planner professional development</p>	1%					
1.6	<p>Strategic Implementation Area Upper Muddy Creek WQ monitoring; SIA reports and hours to Schmitz; monitoring data entry and analysis; local monitoring team meetings (<i>2% hours are paid through our SIA grant; other 14% via ODA SOW</i>)</p>	3%	1%	1%			
1.7	<p>Oblong spurge outreach and treatment: Outreach, follow up, Survey, coordinat contractors and ODA staff to treat oblong spurge (A List noxious weed in Oregon). <i>These hours are funded by an OSWB Grant</i></p>			5%			
1.8	<p>Willamette River focused grant implementation: Coordination of 8 grant projects focused on Ludwigia and yellow floating heart treatment, Willamette River monitoring, and relationship building with partners and landowners. Work also includes getting volunteers on the river to support conservation. <i>These hours are funded by 4 grants from OSWB, OWEB, and MMT</i></p>			20%			
1.9	<p>BSWCD Planner meetings (every two weeks) & NRCS check-in meetings (bi-monthly)</p>	3%	3%	3%			

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.							
	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
2.1	Native Plant Sale (Fall bulb/seed sale AND Native Plant Sale): Coordinate with NPS contractor as well as multiple vendors, order plants, order supplies, assemble and work with NPS Advisory Committee, recruit volunteers, work on site during sale, setup, cleanup after NPS sales. Provide information to clients regarding use of native plants and where and how to plant, setup, cleanup after NPS sales.	10%	2%	6%	3%	3%	2%
2.2	Education and outreach themes: Coordinate with staff to develop themes, and host a workshop, tour, and/or presentation leading up to the 2022 Native Bulb/Seed sale, and 2023 Native Plant Sale.			2%			5%
2.3	Needs Assessment: Identify needs and opportunities for outreach that align with new strategic goals; assist staff with Education and Outreach for their programs.						3%
2.4	Salmon Watch: Work with Linn-Benton Salmon Watch Committee and school representatives to plan, deliver, support, and evaluate the 2022 Linn-Benton Salmon Watch Program in Benton County.						10%
2.5	STEAM Education: With key partners, support the 2022 Lincoln School Bi-lingual STEAM Night.						1%
2.6	Conservation education and outreach: With key partners, deliver conservation education and outreach at a minimum of 4 high priority events such as Natural Areas Celebration Week, Lets Pull Together, and others.			1%			5%
2.7	Community Conservation Grant Program: Manage grant program including funding to 4 local watershed councils; develop funding criteria to evaluate submissions, solicit and evaluate proposals, award and track funding, and review grant reports.						5%

Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.						
Task	Staff position					
	RC I	RC II	NRCPM	OC	ED	CCEC
3.1 Workshops for land managers: Plan and implement workshops. 2 workshops in GWMA, 1 workshop on invasive weeds, 1 other workshop.	3%	3%	1%			
3.2 Community events: Represent District at events and meetings, tabling at events, presentations at partner events, post events to web and board calendar	1%	2%	1%		2%	2%
3.3 Outreach: General outreach on various topics including soil, habitat, weeds, etc.; website updates, blog posts, checking Oregon Invasive Species Hotline for reports, responding to Emails from Community related to invasive weeds. Response to general inquiries by phone or Email.	1%	1%	1%	3%		
3.4 Communications Strategy: Develop, implement, and evaluate communications strategy; assess community conservation needs through an online survey; identify barriers to program participation.						2%
3.5 Participate in conservation: Build stakeholder relationships; encourage public participation in conservation practices; evaluate efforts to ensure desired impact.						3%
3.6 Visibility: Increase BSWCD network and visibility; ensure inclusive messaging and engage diverse audiences; reflect strategic goals in messaging; creatively tell the BSWCD story.						5%
3.7 Digital content: Design, manage, and update digital content using compelling metrics, visual resources, and customer testimonials; manage social media platforms and track community engagement (Facebook, Instagram, Twitter, Blog, YouTube Channel, etc.).						12%

	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
3.8	Equity, Diversity, Inclusion, and Justice: Equity Committee, promote EDIJ in programs, policies, and procedures	X	X	X	X	X	X
3.9	Website: Manage and update website; work with staff to develop program content; oversee contract with Abide Web Design.	1%					10%
3.10	Publications and promotional materials: Develop informational publications and promotional materials; create and distribute the FY22 Annual Report, send monthly e-news, develop flyers and invitations for events; create and distribute a visually appealing public version of BSWCD's new Strategic Plan 2023-2027.	1%				1%	13%

Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.							
	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
4.1	Partnership Building and Strengthening: Meetings/phone calls/site visits/project and grant development with key strategic partners including NRCS, Willamette Partnership, ODF, ODFW, Tribes, Watershed Councils, USGS, The Confluence, Benton County Departments, Land Trusts, Linn SWCD, Oregon DEQ, EPA, etc	1%	3%	4%		3%	
4.2	Strategic Partnerships and Engagement: "Meet and Greet" with external organizations, lead engagement with OACD, SDAO, OCP, ODA-SWCD Program, SWCC, NRCS Basin Team Leader, The Confluence, Willamette Valley SWCD managers, Oregon Legislature, Natural Resource Legislative Committees, local reps, etc.			1%	2%	5%	
4.3	Gifts/Donations/Bequests: Review and revise policies; Explore working lands easements, gifts of property, relationship with Oregon Agricultural Trust and Oregon Agricultural Heritage Program					1%	
4.4	Benton CWMA Coordination: plan and chair 2 meetings each year, promote and implement 2 volunteer events, Website updates, Work to establish 3 committees: Field tour, Volunteer event, and Steering			3%			

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
4.5	Benton County Public Works collaboration: Invasive species management presentations to Benton County Road Crew; volunteer events related to Benton County roadsides. <i>Work funded by Benton County IGA</i>			2%			
4.6	Volunteer program: Recruit and manage volunteers; thank volunteers for their efforts with a volunteer celebration; update volunteer agreements.	1%					1%
4.7	Internship program: Coordinate with staff to develop an Internship Program that helps create conservation career pathways; initiate Skillbridge Program with retiring career military officers.			1%		1%	1%
4.8	Grant Funding - Development, Reporting, and Seeking new resources: pursue continued funding for invasive weeds, Willamette River restoration actions, habitat enhancements, farm conservation and efficiency, forest health, and general capacity building. Track grants and monitor the Project Fund Worksheet. Update SAM.gov.		5%	8%		2%	
4.9	Agricultural water quality collaboration: Work with partners, stakeholders, agencies, and organizations. <ul style="list-style-type: none"> Attend 30 meetings to provide agricultural water quality expertise and support project planning that improves water quality Develop one grant targeted to improve water quality. Work with DEQ in the Groundwater Management Area. Work with NRCS to implement EQIP or CSP in the GWMA. Work with partners in the Upper Muddy Creek Strategic Implementation Area grant (provide as match). 	13%	7%				
4.10	Willamette Mainstem Cooperative: Plan and chair 3 meetings each year, Website updates, Coordinate at least one guest presentation			1%			
4.11	ODA scope of work development: Tracking and reporting of task activities and financial information.		3%	1%			
4.12	Agricultural Water Quality Management Area Plan(s): Participate in and provide support to ODA for all biennial reviews of the AWQMPs. Organize and/or attend LAC meetings, communicate with LAC members, area plan review, biennial reviews, accomplishment reports, monitoring reports, note/minute taking, printing and postage, meeting refreshments, meeting location, presentations, tours, recruit LAC members when needed.		2%				

Goal #5: Implement operations that support highly effective programs and services.							
	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.1	Leadership: Set and follow Strategic Direction with Board guidance. Provide leadership and supervision to staff including mentorship and guidance. Work on team building and follow up on retreat outcomes. Coordinate with other SWCDs on policies and procedures.			1%	1%	5%	
5.2	Reviews and Check-ins: Performance Reviews, Quarterly work plan check ins, and informal staff/supervisor check-ins	2%	2%	3%	3%	4%	1%
5.3	Meetings and Planning: Staff meetings, Board Meetings, Annual Meeting, staff reports, safety presentations, annual report, strategic planning check ins, quarterly review of Measurable Outcomes for each Strategic Plan Goal; develop FY25 work plans. Take minutes at meetings, provide legal notices to the public, distribute board packets and other information in preparation of meeting.	7%	2%	2%	15%	17%	5%
5.4	Interactions with Board and Committees: Identify and address policy changes, Address roles and responsibilities questions, host Board Committee meetings (PFC), provide info for director elections, support Board recruitment, orientation, and training				1%	2%	
5.5	Policy Development and Management: Draft, review, revise, coordinate approval of directives, policies, procedures. Coordinate legal reviews and revise policies/procedures accordingly. Advocate for legislation with Board approval and OACD guidance..				1%	1%	
5.6	Financial Management: Oversee cash flow, projections, monitoring accounts (LGIP, bank accounts, Stripe, etc.)				1%	2%	
5.7	Fiscal Transactions: Submit, approve, track, report expenditures; make bank deposits; manage changes to signers				17%	1%	
5.8	Contracts: Develop and manage contracts and leases. Coordinate with District support services: IT, accounting, audit, and landlord.			1%	1%	2%	

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.9	Property Tax Levy: Monitor and track monthly turnover reports from Benton County, prepare and submit tax exemption forms. Track South Corvallis Urban Renewal District.					1%	
5.10	District Budget: Propose annual Budget, develop Budget Message, assist, and recruit for budget committee; track budget and prepare resolutions; communicate with DOR, track changes in Local Budget Law; address GASB; submit documents to Benton County clerk and tax assessor			2%	2%	10%	
5.11	District Audit: Contract with auditor, compile documents, schedule field work with auditors, coordinate meetings, and review draft audit report; submit audit to Oregon Secretary of State and ODA				1%	1%	
5.12	Human Resources: Revise and update Employee Handbook; conduct performance reviews and informal check-ins; Recruit and hire new staff and perform orientation and training. Screen and interview candidates for employment. Invest in building a high-performance team and increase collaboration. Develop and implement HR policies, including employee longevity incentives.				1%	4%	
5.13	Compensation: Administer Employee Compensation Program (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP, etc.); monitor pay equity; develop annual compensation and benefits package with recommendations for the PFC/Board.				1%	3%	
5.14	Payroll: Review employee timesheets; track staff accrual/use of leave, retirement, and health benefit contributions.				2%	1%	
5.15	Transition Readiness Plan: Prepare and implement organizational Transition Readiness Plan (e.g., identify components/tasks, clarify position roles & responsibilities, identify key skills and knowledge required for each position; update job descriptions as necessary; develop timeline for hiring).			1%	3%	2%	

FY23 Annual Work Plan - Benton SWCD

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.16	Safety/Risk Management: Conduct Health and Safety/Risk Management Program: liability and Workers Comp insurance coverage, safety meetings, training, inspections, records; cybersecurity assessments, implement improvements noted in 2022 OSHA consultation report, develop and implement policies and procedures (e.g., OSHA rules).				7%	4%	
5.17	Operational Coordination: Maintain office lease(s); purchase office equipment and supplies; develop and maintain Operations Manual; maintain contact lists.				10%		
5.18	Compliance: Ensure compliance with OR Dept. of Agriculture SWCD Program: annual work plan, annual report, board documents, hold Annual Meeting.				1%	1%	
5.19	Records: Maintain administrative files, server backups, archives; follow OR and District records retention schedules; respond to public records requests according to policy.				6%		
5.20	Professional Development: Workshops and webinars related to professional interests such as invasive weeds, aquatic biology, forest ecology, GIS, and agricultural biodiversity. Workshops/webinars related to organizational growth such as supervision, budgeting, EDIJ, policy & law, and safety. NRCS related trainings for maintaining planner status and Agricultural Water Quality workshops and training. Trainings from key partners such as OCEAN, SDAO, ODA, OACD, others.	4%	2%	3%	2%	1%	2%
		0.83	0.83	0.87	0.85	0.87	0.88
Leave hours (Annual, Wellness, Holiday)		RC I	RC II	NRCPM	OC	ED	CCEC
HOURS		17%	17%	13%	15%	17%	12%
		100%	100%	100%	100%	104%	100%

BENTON SOIL AND WATER CONSERVATION DISTRICT

Strategic Direction 2023-2027

Specific Goals, Strategies, and Measurable Outcomes

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Strategies

1. Orient the District’s materials and technical assistance for landowners and land managers to prioritize practices that reduce climate impacts and/or help our natural systems and communities become more resilient.
2. Define a suite of services that help all interested landowners and land managers implement key soil, water, and habitat conservation practices while proactively focusing on landowners and land managers in areas with a high potential conservation benefit, including benefits to soil health, groundwater, agricultural water quality, Oregon White Oak habitat, and other areas of focus.
3. Respond to high-impact urban conservation opportunities at the intersection of urban and rural lands, and those where we can amplify the efforts of local government partners.
4. Increase engagement of landowners and land managers representing the full diversity of Benton County including Tribal communities and farmers of color.
5. Disseminate information to help landowners and land managers develop wildfire resilience, and work with partners to define Benton SWCD’s role in providing specific technical assistance in forest health and wildfire resilience.
6. Coordinate partners to strategize and implement invasive species control and habitat enhancement projects through the Benton Cooperative Weed Management Area and Willamette Mainstem Cooperative.

Measurable Outcomes	Status
1a. (TM) Through December 2027, reach out to one underserved farmer to offer soil health testing and follow-up meetings.	Worked with one new and beginning farmer via TA SH grant 1/27/2023 (100%)
1b. (TM) Through December 2027, work with 30 landowners in three priority areas, (the Southern WV Groundwater Management Area, the Upper Muddy	7/1/2022 through 6/1/2023 Worked with nine (9) landowners (30%) and pulled 16 soil health samples in the SWV GWMA or just west of Hwy 99 W. Follow up meetings

Creek Strategic Implementation Area, and Jackson-Frazier watershed), to submit 50 soil samples for lab assessment (32%) and follow up with landowners to discuss how results indicate impacts on soil function and farm resilience.	pending. Pulled soil health samples for one pasture landowner in JF watershed.
1c. (TM) Through June 2026, manage the UMC SIA water quality monitoring team’s monthly field work.	Ongoing. Monthly coordination of UMC SIA WQ monitoring crew.
1d. (TM) Through June 2026, organize water quality monitoring data, determine data quality, and submit data to Oregon Department of Environmental Quality.	Ongoing. Preparing WQ data for DEQ submission.
1e. (MA) By 2026, Further identify opportunities to assist HOAs and other communities at the wildland urban interface by gathering input on their needs and priorities.	Sara working with Grand Oaks Neighborhood on a 6/7/23 twilight tour supports this objective. MA is reviewing a conservation plan written by Grand Oaks
1f. (MA) By 2024, meet with Firewise communities as well as other communities in Benton County interested in addressing wildfire risk. By 2024, develop a strategy and define a role for BSWCD in assisting with wildfire risk reduction around target communities.	
1g. (MA) Through 2027, annually work with partners on the Willamette River to survey and treat high priority aquatic invasive species.	Ongoing. This occurred in 2022 and survey dates are scheduled for 2023
1h. (MA) In 2023 and 2024, continue fundraising, treatment, monitoring, and education with partners to control the spread of oblong spurge in Benton County.	Ongoing. We received nearly \$10K for oblong spurge work in 2023 and hired a seasonal conservation technician to support the project
1i. (MA) Through 2027, fundraise annually for control, monitoring, and education related to all Oregon Department of	Ongoing. OSWB funds received for oblong spurge and yellow floating heart as part of 2 separate grants

<p>Agriculture A List noxious weeds found in Benton County.</p>	
<p>1j. (MA) Work with Benton Cooperative Weed Management Area to update Best Management Practice handout for invasive weed management in our district.</p>	
<p>1k. (MA) Continue at least 4 volunteer weed removal or planting events per year to engage the community in natural resource conservation.</p>	<p>In 2023, we have delivered a knapweed pull at Lupine Meadows, the Let’s Pull Together event at 5 sites in Benton County and 2 paddle and pull events are scheduled on the Willamette this summer</p>
<p>1l. (DS) By end of FY2023, develop oak woodlands/savanna outreach/technical assistance strategy to work with oak landowners in varying acreage sizes in Benton County (develop/analyze GIS maps to identify priority areas to target-Kings Valley, UMCSIA, Wren, Oak Cr, Crescent Valley, etc).</p>	<p>With Ahr, submitted Benton County Oak Habitats Stakeholder Engagement grant to OWEB (5/8/2023). If approved, work will begin around 11/1/2023.</p>
<p>1m. (DS) Through FY2026, provide technical assistance to 20 landowners in the Upper Muddy Creek Strategic Implementation Area. Identify funding opportunities when appropriate.</p>	<p>6/1/2023 Worked with three landowners in SIA. Submitted one small grant for mud and manure management, which is still in review.</p>
<p>1n. (DS) Each year, enroll 2-4 landowners in FSA CREP program, 2-4 landowners in NRCS programs (EQIP, CSP, etc.) apply for grant funding for 2-4 landowners in ag. Water quality, habitat restoration projects.</p>	<p>6/1/2023 Two landowners referred to FSA for CREP signup. Three landowners referred to NRCS for EQIP. OWEB Mitchell (oak habitat) project approved 11/1/2022. Three OWEB small grants completed (riparian fencing, compost bin, hard rock paddocks.</p>
<p>Each FY, provide technical assistance to 100 landowners (phone, email, site visits) in the areas of agricultural water quality and habitat restoration.</p>	<p>4/1/2023 provided technical assistance to 60 residents.</p>

Technical outreach materials revised to prioritize climate-resilience practices.	
Tiered service system developed, implemented, and evaluated.	

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.	
Strategies	
<ol style="list-style-type: none"> 1. Orient the District’s educational materials and programs to prioritize practices that reduce climate impacts and/or help our human and natural systems become resilient to climate change. 2. Increase the use of compelling and accessible digital outreach including web, social media, and video to help urban residents and rural landowners value and promote the health of water, soil, and habitat for native plants/wildlife and human communities. 3. Work with partners to evaluate and align youth education offerings to identified community needs and strategic goals. 4. Leverage the annual Native Plant Sale to reach more diverse residents and promote conservation learning among customers. 5. Collaborate with a broad spectrum of businesses, community-based organizations, and volunteers to promote practices that support healthy and resilient soil, water, and habitat. 	
Measurable Outcomes	Status
2a. (SR) By end of 2023, host at least 1 public education event focused on climate-resilient practices with an audience of at least 25.	<p>3 tours of local conservation/restoration areas are planned for this summer (one each in June, July, and August). These tours will include discussion of fire-wise communities, native plants, and other practices that help to mitigate climate change. https://bentonswcd.org/summer-2023-twilight-tours/</p> <p>Matteson - May 4, 2023 Ag Soil Health Meeting. 35 attending. Presentations about</p>

	aerial vole assessment, How does residue removal impact carbon stocks in WV Seed crops (in baled vs non-baled grass fields), Tile drainage and Greenhouse Gas Emissions: preliminary results in ryegrass field, and Managing for Soil Health.
2b. (SR) By end of December 2023, increase average Facebook post engagement to 500 (currently 331).	
2c. (SR) By end of June 2023, increase Twitter followship to 50 (currently 4 - our Twitter was just started in Sept 2022.)	I have been putting less emphasis on Twitter since this platform is losing a lot of users and advertisers, and is predicted to be on its way out.
2d. (SR) By end of June 2023, increase average content interactions on Twitter to 300 (currently 101)	See above
2e. (SR) By end of 2023, establish a collaborative working group amongst Corvallis-area organizations that conduct environmental outreach, to share updates, ideas, and resources and identify partnership opportunities. Recruit representatives from at least 4 organizations to serve alongside BSWCD as leaders of this effort.	I determined there was no need to convene our own group, because the Benton County Environmental Educator Working Group already exists. I've joined that group and attend the monthly meetings.
2f. (SR) By September 2023, assess and update Salmon Watch curriculum to include a Traditional Ecological Knowledge component and improve program logistics	A new draft of the Salmon Watch curriculum is nearly complete. I will be training volunteers and teachers on the changes this summer/fall
2g. (SR) By Spring 2023, develop hands-on educational tools for use at outreach events.	I have developed a river erosion model and a "native plants versus grass roots" model, and used them both with much success at recent outreach events. I also created some large posters highlighting native plants and their benefits
2h. (SR) By February 2024, develop and host a native plant gardening workshop in	

<p>partnership with Master Gardeners and/or other partners.</p>	
<p>2i. (MA) Through 2024, Continue building efficiency into a contracted model for management of NPSs. Beyond 2024, have additional groups participating in the design and implementation of the sale and reach new audiences.</p>	<p>Have SkillBridge interns assist in planning/organizing sale for February 2024</p>
<p>2j. (MA) By 2026, build a partnership with local business (such as a grocery store, brewery, restaurant, etc.) that highlights soil, water, or other related conservation on working lands or properties managed for habitat.</p>	
<p>2k. (TM) Through December 2027, work with the Willamette Valley Regenerative Landscape Coalition to update the WVRLC webpage on the BSWCD website. Work with the WVRLC to add one blog post per year about regenerative landscape topics such as soil health, water conservation, and dense plant designs.</p>	
<p>2l. (DS) Each year, provide/assist in two workshops/tours to highlight natural resource management on the ground (riparian restoration, oak habitats, pasture management, mud and manure, pollinator habitats, climate resiliency, irrigation water management, well and septic systems, etc.)</p> <ul style="list-style-type: none"> ▪ Target UMCSIA, GWMA, Firewise communities, neighborhood groups 	<p>5/17/2023 coordinated with Roberts/OSU Extension to host Well and Septic maintenance webinar, invited UMCSIA community.</p> <p>3/2023 Presented Wildlife Habitat Restoration in Marys River Estates to the HOA.</p>

<p>Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.</p>	
<p>Strategies</p>	
<ol style="list-style-type: none"> 1. Develop and implement a strategic communications plan to increase the visibility and understanding of Benton SWCD and expand its reach to new audiences. 2. Ensure the Benton SWCD team includes professional communications and marketing skills, knowledge, and abilities. 3. Clarify program descriptions and other information to make Benton SWCD’s services more accessible and understandable. 4. Collect and disseminate stories, statistics, and visual resources to communicate Benton SWCD’s goals, services, and impact. 5. Enhance internal coordination and collaboration to support communications strategies for Benton SWCD and all programs. 6. Regularly evaluate communications and outreach efforts to ensure desired impact including accessibility to diverse audiences. 	
<p>Measurable Outcomes</p>	<p>Status</p>
<p>3a. (HC) By September 2023, write new Communications and Community Engagement Coordinator (CCEC) job description, develop position announcement, and recruit for position.</p>	<p>Completed July 2023</p>
<p>3b. (HC) By September 2023, hire new employee for CCEC position and conduct initial orientation.</p>	<p>Completed August and October 2023</p>
<p>3c. (HC) By March 2023, train new CCEC and make introductions to at least a dozen partners.</p>	<p>Completed March 2023. Still making introductions.</p>
<p>3d. (HC) By the end of June 2023, assess with CCEC the following programs: Salmon Watch, grants to Watershed Councils, and Youth Conservation Education grants.</p>	

<p>3e. (HC) Through FY27, work closely with CCEC to ensure Goal 3 Strategies are met.</p>	<p>HC investigated use of Streamline for web maintenance, hosting, and converting our website so it is ADA compliant. Met with Sara to initiate the process and connect her with Streamline staff. Met with Sara about design of strategic direction brochure for the public and funders. Connected Sara with AFRANA staff for E&O at Cheldelin School and Jackson Frasier Wetland outreach.</p>
<p>3f. (SR) By end of December 2023, complete and implement a Strategic Communications Plan, including staff training and the release of a summary to the public</p>	<p>In progress (April)</p>
<p>3g. (SR) Throughout 2023, conduct ongoing assessments and updates of the BSWCD website to ensure that information is correct, timely, and engaging.</p>	<p>We will be migrating our web hosting platform from Abide to Streamline, which includes a number of useful tools and improvements such as built-in ADA accessibility. The migration will take place in July 2023, and this process will include a review of website navigation and organization needs.</p>
<p>3h. (SR) By Summer 2023, create and distribute public brochure version of the 2023-2027 Strategic Plan.</p>	<p>Completed in April 2023.</p>
<p>3i. (SR) By Fall 2023, add 4 new videos to YouTube channel.</p>	
<p>3j. (SR) During 2023 and beyond, share one "staff story" via newsletter, blog, and social media each quarter, highlighting a current project we're engaged in</p>	
<p>3k. (CM) With SR, update all Board Member web profiles by July 31, 2023</p>	<p>5/31/2023 1 Director Profile remains</p>
<p>3l. (CM) Continued evaluation of utility of BSWCD's Board Portal by collecting feedback from the board by March 31, 2023</p>	<p>Outline for portal sent to SR on 3/9/2023 for publication on new website slated for June 2023</p>

3m. (CM) Create board member experience once a year that will enhance internal coordination and collaboration	
3n. (CM) With HC, create a board recruitment plan by January 31, 2024	

Goal #4: Enhance strategic partnerships and revenue to increase Benton SWCD’s impact.	
Strategies	
<ol style="list-style-type: none"> 1. Identify traditional and emergent opportunities for funding and partnership with state and federal agencies and private funders and use a strategic filter to help Benton SWCD staff evaluate and pursue the most impactful opportunities to support local needs. 2. Strengthen the Benton SWCD’s partnership with the USDA Natural Resources Conservation Service to maximize benefit to landowners and communities in Benton County. 3. Meet regularly and coordinate efforts with local conservation partners including the four watershed councils operating in Benton County and the Confluence group of local conservation nonprofits. 4. Seek stronger partnerships with the natural resources departments of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde. 5. Enhance partnerships and potential fee-for-service relationships with local institutions including Benton County, local cities and towns, and Oregon State University to achieve shared goals. 6. Evaluate the potential to develop sponsorships and donations from local businesses, individual donors, and other non-traditional partners. 	
Measurable Outcomes	Status
4a. (HC) Through FY27 meet quarterly with Natural Resource Conservation Program Manager (NRCPM) to identify and evaluate partnership and funding strategies.	Ongoing

<p>4b. (HC) By December 2022, investigate new software for donation management. (HC) By end of June 2023 investigate new AP software options for streamlining bill paying procedures.</p>	<p>Completed donation management software review in December 2022. Decided not to purchase software. Too expensive and too many bells and whistles for what we need. With bookkeeper, Treasurer, and staff, reviewed AP options with Bill.com and AvidXchange. Decision will be made prior to July 1.</p>
<p>4c. (HC) By the end June 2023, set up private tour of the Confluence building for BSWCD staff and board; meet at least once with Confluence Steering Committee members to get update on non-profit status, new floor plans, tenant occupancy expectations, etc.</p>	<p>Completed December 2022. Will set up another tour and update in FY24.</p>
<p>4d. (HC) By January 2023 meet with Oregon Agricultural Trust (OAT) staff about potential collaborations and invite OAT to present to BSWCD Board.</p>	<p>Completed December 2022.</p>
<p>4e. (HC) By September 2023 coordinate with Marion SWCD to explore/set up new internship opportunity through Skillbridge.</p>	<p>Planning ongoing in FY23. Developed task list. Developing MOU.</p>
<p>4f. (HC) Between September 2023 and March 2024, host Skillbridge interns.</p>	
<p>4g. (HC) By June 2024, evaluate Skillbridge internship to determine outcomes, and decide whether to recruit additional Skillbridge interns.</p>	
<p>4h. (HC) By end of March 2024 work with NRCPM to determine measures of revenue increase (# of grants, money brought into Project Fund, # and amount of donations, fee-for-service opportunities, increase NPS revenues, etc.).</p>	

<p>4i. (TM) Through June 2023, work with NRCS to write the 2024 Soil Health Conservation Implementation Strategy, and complete OWEB TA grant # 219-9001-19457.</p>	<p>Matteson - CIS component submitted to NRCS. (100%) Matteson - OWEB TA grant #219-9001-19457 completion pending.</p>
<p>4j. (DS) Work with NRCS to incorporate water quality practices in future Conservation Implement Strategies by 2024.</p>	<p>Bi-monthly meeting with NRCS.</p>
<p>4k. (DS) Work with GWMA partners (DEQ, EPA, ODA, NRCS, UWSWCD, LSWCD, Long Tom WC, city of Monroe) on funding strategy for landowners to implement water quality practices (AWQI, 319 grant, etc).</p>	<p>2/2023 Met with ODA and DEQ about neighborhood project which is now transferred to Lane County. Met with Long Tom Watershed Council about water quality for the city of Monroe and working with ag landowners in the area. Talked with NRCS regarding the National Water Quality Initiative grant that was submitted and coordination for future projects.</p>
<p>4l. (DS/MA) By May 2023, work with partners to develop Regional Conservation Partnership Program proposal for oak restoration in Benton County or in the region. Identify US Forest Service Stewardship funds for oak restoration \$ opportunities adjacent to federal forest lands.</p>	<p>Attended several meetings with partners to explore opportunities for RCPP application. Partners decided to not submit RCPP application by the deadline 4/2023. Stakeholder grant that was submitted for oak would help to assess next steps for oak funding.</p>
<p>4m. (DS/MA) By 2024 develop strategy to assist forest landowners in accessing ODF funds for road/culvert replacement funds.</p>	<p>In progress</p>
<p>4n. (DS) Develop strategy with NRCS to identify funds available to landowners through an outreach plan through the Federal Infrastructure Bill.</p>	<p>Researching forest resiliency funds available through the Federal Infrastructure Bill.</p>
<p>4o. (DS/TM/MA) By May 2023, develop new ODA biennial Scope of Work which identifies climate action initiatives and incorporates soil health action items into the ODA agricultural water quality work</p>	<p>Planner team submitted ODA Support Grant proposal to continue and expand Soil Health work. Donna submitted biennial Scope of Work to ODA</p>

plan. Develop measurable goals for the SOW.	
4p. (CM) Create business sponsorship for catering of annual meeting each FY	
4q. (CM) Create business sponsorship for catering for volunteers for NPS	
Specific joint efforts developed with each watershed council and the Confluence partnership	
Regular interactions with Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.	
At least one new public or private partnership and funding relationship established each year.	
Strategy filter developed	
Increase the number of NRCS-funded projects by X%	
Report evaluating the potential for sponsorships and individual donations	

Goal #5: Implement operations that support highly effective programs and services.
Strategies
<ol style="list-style-type: none"> 1. Adopt and use an equity focus to evaluate Benton SWCD’s programs and adapt them to ensure equitable access by all community members. 2. Evaluate and adapt district programs by holding annual strategic plan reviews, creating adaptive workplans, and conducting a comprehensive community-based assessment to better understand conservation / information needs and community perspectives on how the District’s services and outreach can improve. 3. Increase board/staff collaboration by actively learning about each other and each other’s work, holding more joint meetings and celebrations, and creating space for informal and unstructured interaction and community-building. 4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.

5. Ensure District operations meet the highest standards of public agency administration.	
Measurable Outcomes	Status
5a. (HC) By March 31, 2023, re-establish the BSWCD Equity Committee, recruit staff and board member representatives, and write a job description for committee members.	Completed establishment of new committee November 2022. Completed draft job description November 2022.
5b. (HC) By the end of June 2023, develop Equity Committee meeting agenda, identify anticipated meeting goals, hold one committee meeting, and communicate meeting outcomes to staff and board.	Developed agenda, meeting goals, list of accomplishments to date, and held 1 st Equity Committee meeting May 2023.
5c. (HC) By June 30, 2024, present a draft BSWCD Equity, Diversity, Inclusion and Justice Action Plan to the Board for review.	
5d. (HC) By October 2022, write a new Operations Coordinator (OC) job description, develop position announcement, and recruit for position.	Completed October 2022.
5e. (HC) By December 31, 2022, hire new employee for OC position and conduct initial orientation.	Completed November 2022.
5f. (HC) By April 30, 2023, train new OC and assist OC with work planning and development of measurable objectives for strategic plan.	Ongoing.
5g. (HC) By January 31, 2023 (with staff), plan, hold, and evaluate in-person/hybrid Annual Meeting for the first time since 2020.	Completed January 23, 2023.
5h. (HC) By December 31, 2022, complete final FY22 Audit Report, ensure audit shows nothing material of concern, there are no omissions or misstatements of accounting information, all funds and activities are properly classified, all revenues and	Completed December 2022.

expenses are properly allocated, internal controls are established and maintained, and there is compliance with all laws and regulations.	
5i. (HC) By December 31, 2022 final Audit Report shows net position increased during the fiscal year audited.	Completed December 2022. Net position increased by \$73,019 during the fiscal year.
5j. (HC) Review work of Introductory employees and provide letters of status change as appropriate; update benefits eligibility.	CCEC and OC positions now have Regular employee status as of February 2023 and May 2023 respectively.
5k. (HC) By the March 31, 2023, review all insurance policies (Workers Comp, General Liability, Health, Life, Short Term Disability), research alternative brokers for insurance programs, and switch from HUB International to new company.	Completed March 2023.
5l. (HC) Through FY27, hold quarterly reviews and update Strategic Plan progress and Measurable Objectives, present document in board meeting packets.	Reviews/updates completed in July and December of 2022, and March and June of 2023.
5m. (HC) By May 31, 2023, work with staff to complete new District Work Plan for FY24 and present to Board for approval.	Completed May 2023.
5n. (SR) Ensure that the new Strategic Communications Plan incorporates a clear equity focus to reach underserved audiences.	
5o. (HC) By May 2023, train NRCPM on budget development and tracking.	Completed May 2023.
5p. (SR/MA/HC) By end of 2023, conduct a joint Community Needs Assessment (with all staff input) to determine gaps and opportunities for BSWCD to increase and improve both conservation services and outreach offerings.	

<p>5q. (CM) With HC and bookkeeper, implement AP automation process by as close to July 1, 2023 as possible.</p>	
<p>5r. (CM) with HC input complete Operations Manual first draft by June 30 2023.</p>	
<p>5s. (CM) with HC input complete Operations Manual final draft by January 1, 2024</p>	
<p>5t. (CM) Complete OSHA Hazard Identification and Correction Plan by June 30, 2023.</p>	
<p>5u. (CM) Set up and complete OR State public contracting law training for 3 new employees by October 31, 2023.</p>	
<p>5v. (CM) With SR and HC, identify one opportunity each QTR to showcase a board member’s work or set up opportunity for celebration.</p>	
<p>5w. (CM) Upload audit documents to the online organizer for the FY23 audit by end of July 2023.</p>	
<p>5x. (CM) Submit Best Practices Survey annually to enable the district to receive a 10% insurance discount from SDAO/SDIS.</p>	<p>5/31/2023-90% complete - survey due Nov. 3 2023</p>
<p>5y. (CM) Ensure policy renewals for worker’s comp and liability are in place by each FY deadline.</p>	<p>5/31/23 Complete for FY23-24</p>
<p>5z. (CM) Update office equipment inventory by June 30 each year.</p>	
<p>5aa. (CM) Identify ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials, and dues, fees and subscriptions.</p>	

<p>5ab. (CM) Develop OC SWCD checklist for compliance in calendar or list form with due dates as an operation manual appendix by April 30, 2023.</p>	<p>5/31/23 Completed</p>
<p>5ac. (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2023.</p>	
<p>5ad. (CM) Complete yearly staff celebration calendar by July 1 each FY including work anniversaries, birthdays, or other recognition events.</p>	
<p>5ae. (HC) By August 2023 plan, set up, and hold offsite staff team building retreat with facilitator to explore organizational culture and communications best practices in new hybrid workplace (office/telework).</p>	<p>Contract in place to hold team building retreat at Bald Hill Farm with staff on July 20, 2023. Staff completed Clifton Strengths Survey. Developing retreat agenda.</p>
<p>Board and staff survey reports increased collaboration.</p>	

Benton Soil and Water Conservation District

RESOLUTION NO. FY2022-2023-09

**AUTHORIZING THE ADOPTION OF A
HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN**

WHEREAS, Benton Soil & Water Conservation District (“Employer”) has determined that it is in the best interest of the Employer and its employees to adopt a health reimbursement arrangement (HRA) plan, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

WHEREAS, the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Trust”) offers and administers an HRA plan (the HRA VEBA Plan) with one or more types of HRA coverage for the benefit of participating employers who adopt the Plan and Trust and their employees and plan participants; and

WHEREAS, the Employer desires to adopt the HRA VEBA Plan and to use the services of the Trust to administer its HRA plan, and

WHEREAS, eligibility of employees for contributions to the HRA VEBA Plan is determined based upon policies of the Employer, and applicable law; and

WHEREAS, the HRA VEBA Plan will be administered in accordance with the Plan documents provided by the Trust, as amended from time to time.

NOW, THEREFORE, the BSWCD Board of Directors hereby resolves as follows:

Section 1. Effective, July 1, 2023 the Employer hereby elects to adopt and participate in the HRA VEBA Plan and Trust for the benefit of eligible employees as defined by Employer policies.

Section 2. The Plan will be funded with Employer contributions, determined from time to time pursuant to policies of the Employer, and applicable law, and will be further subject to the terms and conditions set forth in the Plan documents and policies and procedures of the HRA VEBA Plan and Trust.

Section 3. The Executive Director is authorized to execute documents and establish procedures and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer policies necessary to effect the adoption and administration of the Plan.

APPROVED AND ADOPTED this 12th day of June, 2023.

Nate Johnson, Benton SWCD Board Chair

Kerry Hastings, Benton SWCD Board Secretary

FY23 Budget Resolution
Resolution No. FY2022-2023-10

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the implementation of the lease reporting standards as required by GASB 87 and recommended by BSWCD’s auditor. The District’s leases require adding \$47,881 in Resources and Requirements to the Benton SWCD FY23 Budget as follows:

General Fund

Add \$47,881 in Lease Financing Resources

Add \$47,881 in Requirements and adjust appropriation categories as follows:

Decrease Materials & Services: -\$27,761

Increase Debt Service: \$75,642

Existing General Fund Appropriations

Personnel Services	\$489,714
Materials & Services	\$178,500
Capital Outlay	\$ 5,000
Debt Service	\$ 0
Transfers Out	\$ 5,000
Contingency	<u>\$ 84,973</u>
TOTAL	\$763,187

Addition of Debt Service

Personnel Services	\$489,714
Materials & Services	\$150,739
Capital Outlay	\$ 5,000
Debt Service	\$ 75,642
Transfers Out	\$ 5,000
Contingency	<u>\$ 84,973</u>
TOTAL	\$811,068

Transfer Appropriation received into Debt Service

Existing Materials and Services	M&S Changes	M&S Adjusted
\$178,500	-\$27,761	\$150,739

Existing Debt Service	Debt Service Changes	Debt Service Adjusted
\$0	\$75,642	\$75,642

Total Addition to General Fund before and after adjustment = \$47,881

SIGNED THIS 12th day of June, 2023

Benton Soil and Water Conservation District
Entity Name

BSWCD Board of Directors
Governing Body

Signature: Kerry Hastings, BSWCD Board Secretary



30-May-2023

Benton Soil and Water Conservation District
36 SW Washington Ave STE 201
Corvallis, OR 97333

Dear Board of Directors,

The Alliance for Recreation and Natural Areas (AFRANA) is working with Benton County to replace the Jackson Frazier Wetland Boardwalk, which is reaching the end of its useful life. The boardwalk is key to providing education and interpretive opportunities to the community. We would like to request that Holly Crosson help as an advisor and connector for this project to identify collaboration opportunities with BCSWD. There are several areas where our interests overlap.

Jackson Frazier is a much-used site and provides access for diverse and underserved groups of people. Given its location and accessibility it provides an opportunity to educate and connect the community with nature.

The major wetland restoration project done by Benton County completed in 2020, won the State Land Board Award. However, the boardwalk area itself was not included in the restoration. It is overgrown and a source of invasive species, which can affect the entire area. When the old boardwalk is removed, the site will have access for removing invasive species and opening up the surrounding area. After boardwalk construction, restoration and continued mitigation will be required.

Jackson Frazier is an important educational resource. We work actively with Chedelin Middle School and are committed to broadening and improving interpretation and educational programs to create the stewards of the future.

We respectfully request your assistance and expertise in this project to preserve its legacy and many benefits to the community. Please don't hesitate to contact us if you have questions.

Thank-you,

Ellen Tappon, President

